CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	Emergency Medical Service Ambulance Operator	Grade	5

Department	Emergency Medical Services Ambulance	Exempt	
Immediate Supervisor	Emergency Medical Service manager	Non-exempt	X
Supervisor next in line	COO	Workweek	PRN on Call

POSITION SUMMARY

The Ambulance Operator is responsible for providing non-emergent medical transport of patients under the care of EMS personnel. Safety of the crew and patient is the number one priority of the ambulance operator. The ambulance operator is responsible for inspecting the ambulance before each shift, checking the fuel, oil, transmission fluid, wiper fluid, and coolant, and reporting any defects or needed repairs. The ambulance operator will assist patients onto gurneys and secure the patient into the ambulance. The driver will evaluate road and weather conditions and utilize defensive driving practices to ensure the safety of all passengers. The ambulance operator will maintain a driving record with daily entries noting patient names, transport destination, travel times, and mileage. The ambulance operator will report any accident facts to law enforcement and management when necessary.

Significant call is required working nights, weekends, holidays etc. This position requires ongoing training to maintain ambulance operation and equipment proficiency.

In addition, this position requires performance in emergency situations that can be stressful and sometimes emotional.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- **Failure to attend training and take call shifts after three consecutive months and failure to contact the EMS supervisor or EMS manager for your reason for absence will result in automatic termination. Call back response does not substitute for signing up for call shifts.**
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

Age: 18 years of age or greater.
Education: Valid driver's license that demonstrates non-violation performance.
Experience: Experiencing driving in inclement weather climates or high-profile vehicles is preferred.

Licensure: Valid Montana Drivers License
                    Current CPR Card

ESSENTIAL FUNCTIONS/DUTIES:
(Must be able to perform with or without accommodation)

1	Must read and perform under CMMC EMS policy and procedures.
2	Must successfully complete an Emergency Vehicle Driving Course and equipment orientation.
3	Must follow all CMMC approved protocols and standard operating guidelines.

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4	Must be familiar with Montana driving laws and regulations.
5	Must be proficient with emergency vehicle operation and vehicle inspections.
6	A minimum of 6 10-hour calls shifts per three-month period which includes a weekend resulting in 24 shifts over 12 months.
7	Must attend EMS meetings and complete mandatory hospital education.

8	Must immediately report driving violations and comply with the following:
	  a. Violations - No more than:
	     1) Two driving violations in the last three years.
	     2) One violation in the last 12 months.
	Note: Definitions of Violation
	Driving While Intoxicated (convicted) will mean a suspension of one year for driving the ambulance. This suspension will occur from the date of arrest.
	Reckless Driving or Driver's License Suspended will make a driver unacceptable.

9	Must promote CMMC in the community on and off duty.
10	Completes other duties as assigned.

Knowledge, Skills, Abilities:

Willingness to promote CMMC EMS in a positive manner on and off the workplace.
Willingness To assume additional duties when requested and to aid others when indicated.
Ability to adapt to fluctuations in workload.
Ability to read, write, perform basic mathematical computations, follow written and oral directions.
Ability to complete pre-driving vehicle inspection and report vehicle maintenance and safety concerns.
Ability to provide EMS within the established guidelines established by the state of Montana or CMMC.
Willingness to look for ways to improve patient care and promote cost effectiveness in doing so.
Ability to provide EMS to patients with compassion, dignity, and excellence.
Ability to take significant on call hours weekends nights and holidays.
Ability to reasonably anticipate the needs of the EMS department such as but not limited to inventory.
Judgement to seek guidance and direction from the EMS manager when needed, for performance of duties and ability to recognize, establish and respond to priorities.
Communication skills to effectively relate to/with patients/customers, physician office staff, co-workers, families, and the general public.

OCCUPATIONAL EXPOSURE for this position:

X	Category **I**	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category **II**	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category **III**	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

X	**Radiation**	Transport to radiology. Holding for x-rays etc.
X	**Noise**	EMS vehicles, Sirens, PA's
X	**Other** (Specify)	Potential risk of unsafe scenes, Hazardous Chemicals, Fire, Unstable Vehicles etc.

PHYSICAL DEMANDS:
(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently

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	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
X	**Very Heavy**	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date