

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**EMERGENCY MEDICAL TECHNICIAN PARAMEDIC**

**JOB DESCRIPTION**

Employees in this job provide life support services to patients in state hospitals and facilities under the direction of a licensed medical provider.

There are two classifications in this job.

**Position Code Title - Emergency Medical Technician-E**

Emergency Medical Technician E9

This is the experienced level. The employee provides urgent, emergent, and routine care to prisoners and staff. Independent judgment is used in making decisions requiring interpretation and application of departmental guidelines to specific situations.

**Position Code Title - Emergency Med Tech Paramedic-A**

Emergency Medical Technician Paramedic 10

This is the advanced level. The employee functions as a senior worker performing the most complex assignments as a Paramedic. Senior-level employees consistently perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service. The employee may serve as a lead worker, scheduling, coordinating, and overseeing the work of lower-level Emergency Medical Technicians. Independent judgment is used in making decisions requiring interpretation and application of departmental guidelines to specific situations.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Provides health care services within the emergency medical technician scope of practice while ensuring that department policies are followed.

Maintains IV lines, and performs wound care, EKGs, and life saving measures.

Assists in providing medical health care and/or general psychiatric care to patients/prisoners, including measurement of vital signs and observation for abnormalities; reports observations to charge nurse and documents observations as appropriate.

Coordinates transport and operates the ambulance.

Follows housekeeping and sanitary standards.

Ensures necessary supplies and equipment are maintained at appropriate levels and are utilized in accordance with safe practices.

Coordinates, directs, and monitors the methods and techniques for processing materials and supplies required by medical, nursing, and paramedical personnel.

Oversees and enters data in the Electronic Health Record.

Ensures confidentiality and documents accurate observations in prisoner/patient records.

Generates various reports as assigned.

Performs related work as assigned.

### **Additional Job Duties**

#### **Emergency Medical Technician Paramedic 10**

Performs IV insertions, blood draws, venipuncture, intradermal TB tests, and Advanced Cardiovascular Life Support (ACLS) life saving measures.

Reviews emergency room documentation and functions as a resource person for other staff.

Liaisons with other related departments and disciplines within the Department of Corrections and community doctors' offices and hospitals.

May schedule work assignments, determine work priorities, and oversee the work of lower-level Emergency Medical Technicians.

Performs related work as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of equipment and departmental policies and procedures.

Knowledge and triage ability of medical emergencies.

Knowledge and skill in the current practice of nursing.

Knowledge of first aid and routine health care procedures.

Knowledge of departmental rules, regulations, policies, and procedures.

Knowledge of medication indications, dosages, precautions, administration, contraindications, and side effects.

Knowledge of the various sub-cultures of assigned prisoners.

Ability to maintain IV lines, and perform wound care, EKGs, and life saving measures.

Ability to treat prisoners in a professional, nonjudgmental manner.

Ability to counsel prisoners on a one-to-one or group basis.

Ability to relate to prisoners and to gain their respect and confidence.

Ability to operate an ambulance.

Ability to apply current methods in the development and implementation of treatment plans for prisoners.

Ability to maintain records and prepare accurate and concise reports.

Ability to maintain composure under stressful situations.

Ability to communicate effectively.

#### **Additional Knowledge, Skills, and Abilities**

##### **Emergency Medical Technician Paramedic 10**

Ability to perform IV insertions, blood draws, venipuncture, intradermal TB tests, and ACLS life saving measures.

Ability to train, guide, and evaluate Emergency Medical Technicians.

Ability to allocate work assignments to Emergency Medical Technicians.

Ability to determine work priorities.

Ability to resolve complex work-related problems.

### **Working Conditions**

The work is performed in an environment that is extremely uncomfortable and where the work involves a significant chance of incurring a disabling or life-threatening injury.

The job requires the employee to work in hazardous situations.

The employee may be exposed to illness and disease inherent in the work.

An employee may be assigned to work any day of the week or on any shift.

The job requires direct contact with prisoners.

### **Physical Requirements**

The job duties require an employee to be absent of any physical limitation which would impair effective performance.

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties require an employee to work under stressful conditions.

The job duties require prolonged sitting and frequent, extended use of computers.

### **Education**

Education typically acquired through completion of high school.

### **Experience**

#### **Emergency Medical Technician E9**

No specific type or amount of experience is required.

#### **Emergency Medical Technician Paramedic 10**

One year of experience in emergency medical services or closely related field.

### **Special Requirements, Licenses, and Certifications**

Emergency Medical Technician-E positions require possession of a MDHHS Emergency Medical Technician license and American Heart Association Basic Life Support (BLS) certification.

Emergency Medical Technician Paramedic-A positions require possession of a MDHHS Paramedic license, American Heart Association BLS certification, and American Heart Association ACLS certification.

Emergency Medical Technician or Paramedic licenses that are recognized nationally or by other states will meet the licensure requirement; however, employees have 6 months from the date of employment to obtain the appropriate MDHHS licensure.

Must possess a valid driver's license and the ability to obtain a valid Michigan driver's license.

Positions in this class are test-designated and subject to pre-appointment and random-selection drug and alcohol testing.

The Department of Corrections may screen out job applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation.

An applicant who has a pattern of misdemeanor convictions may be found unsuitable for employment by the Department of Corrections.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

| <b><u>Job Code</u></b>            | <b><u>Job Code Description</u></b>     |                            |  |
|-----------------------------------|--|----------------------------|--|
| EMTMEDTCH                         | EMERGENCY MEDICAL TECHNICIAN PARAMEDIC |                            |  |
| <b><u>Position Title</u></b>      | <b><u>Position Code</u></b>            | <b><u>Pay Schedule</u></b> |  |
| Emergency Medical Technician-E    | EMTECHE                                | U11-014                    |  |
| Emergency Med Tech<br>Paramedic-A | EMTPARA                                | U11-030                    |  |

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