

POSITION DESCRIPTION

Title:	EMT (Emirati Program)	Location:	Northern Emirates
Department:	Operations	Reports to:	Operations Manager
Salary:	Salary package	Band:	2
Prepared by:	COO	Date:	February 2021

Overall Purpose:

Registered Healthcare Professional capable of providing basic life support in a pre-hospital environment

Roles and Responsibilities:

Perform direct illness/injury assessment, provide basic care and assist Paramedics and doctors in emergency pre-hospital patient care to the ill and injured prior to and during ambulance transfer, and transfer of information to receiving facility as required.

Maintains operational and functional readiness of ambulance unit, medical and other equipment, to ensure continuum of emergency medical services

The roles and responsibilities of the EMT:

- Work closely with the communications dispatcher, paramedics and doctors, Manager and area leads, emergency departments and facilities personnel, the Police, and other individuals, to deliver basic emergency and non-emergency pre-hospital care & treatment to patients encountered and to ensure prompt and efficient transfer of emergent (injured or ill), and non-emergent patients to/from a medical facility
- Respond to calls as dispatched by the ambulance control centre in a timely manner, use appropriate radio skills, read maps, drive the ambulance safely to and from the scene, using the most expeditious route, observe traffic ordinances and regulations – with the goal to locate the patient(s) in the shortest response time possible
- Conduct scene size-up and an initial assessment, determine nature and extent of illness or injury, perform physical assessment, acquire a detailed history, establish priority for required emergent (or non-emergent) appropriate basic care, based on nature, and condition of the patient, in accordance with specified protocol and procedure within clinical scope
- Execute and assist in lifting, carrying, and transporting patient(s) to an ambulance and to appropriate medical facility, reassuring patient(s) and bystanders, avoiding mishandling patient and undue haste, and to provide additional emergency care following established protocols
- Follow established departmental policies, procedures and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards in the performance of duties.
- Clean ambulance and equipment; to review and restock all medical equipment to ensure their completeness and operational readiness at all times, in consultation and collaboration with paramedics and doctors, EMT's, Manager and area leads, and in compliance with safety and infection control regulations and standards.

الإسعاف الوطني National Ambulance

- Fully document, and transfer, patient care information and records as per established procedures; complete all checklists and verify them with the supervisor, and report all vehicle and equipment defects, damages, and losses, for immediate action, maintenance, or replacement, as necessary
- Participate in continuing medical education and in-service courses to maintain the required level of clinical standards needed as set out by NA, for personal growth and development, and for on-going improvement in knowledge and competence.
- Perform other duties as required

QHSE:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement

Professional and Academic Expertise

Education: Emergency Medical Technician and other relevant qualifications as defined by NA Credentialing Committee and DOH.

Required Certification / Licensure / Registration

- Certificate of Clinical Practice or current EMT Registration
- Meet DOH License requirements
- Driving license with EVOS course

Language Skills

- **English:** verbal proficiency, reading and writing essential
- **Arabic:** Fluent in Arabic

Computer Skills: Basic computer skills, typing, email
Satisfactory pass of clinical (including DOH accreditation) and cultural induction program

Key Competencies

Demonstrate effective communication and interpersonal skills;

- Act professionally at all times
- Ability to work in a culturally diverse environment
- Ability to communicate verbally including via telephone and radio equipment
- Ability to interpret written, oral, and diagnostic form instructions
- Ability to interview patients, family members, and bystanders
- Ability to think critically, use sound judgment in making decisions, and remain calm in stressful situations.
- Not be affected by loud noises and flashing lights
- Ability to function efficiently throughout an entire work shift without interruption
- Ability to function as part of a team with respect for all co-workers, regardless of cultural or religious differences.
- Ability to follow instructions or commands in their entirety given out by Area Leads, Team leads or Management team
- Ability to manage time effectively.

Key Relationships

Internal: All NA employees, including operational and administrative staff

External: Patients, Police, facility medical staff and administrators, and clients

Change Brief

Version No.	Date	Changes
1	February 2021	New PD

Review & Approval:

Chief Administrative Officer