

**DUTY STATEMENT**

GS 907T (REV. 04/02)

**SHADED AREA FOR HUMAN RESOURCES ONLY****INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

**EMS**

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY <b>Emergency Medical Services Authority</b>	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED	3. CLASS TITLE <b>Medical Technician II</b>
4. WORKING HOURS/SCHEDULE TO BE WORKED	5. SPECIFIC LOCATION ASSIGNED TO
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

## 8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Physician and Surgeon designated for deployment, Medical Technician II (MT-II)/Paramedic is a member of an assigned California Medical Assistance Team (CAL-MAT) Unit. The MT-II is responsible for performing a variety of difficult, highly specialized and diversified healthcare activities during a disaster or major emergency. Performs complete patient assessments, reassessments and resuscitation procedures.

9. Percentage of time performing duties      10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)

The MT-II will:

35%

- Carry out the full range of life support functions for critically ill patients injured during a disaster or major emergency.
- Execute, when indicated, essential clinical management skills such as Cardiopulmonary Resuscitation (CPR), shock management, treatment for severe bleeding, etc.
- Perform complete patient assessments and reassessments, including initiating and interpreting electrocardiograms (EKGs).
- Treat irregular heart activity according to the medical protocol developed by the CAL-MAT Medical Director.
- Perform resuscitation, endotracheal intubation, intravenous fluids, medication administration, etc., to scope of practice and competency.

11. SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

12. EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
35%	<ul style="list-style-type: none"> <li>Evaluate patients during treatment, modifying procedures and/or consulting with CAL-MAT Unit physician and/or nurses as appropriate to produce a positive patient response.</li> <li>Apply splints, dressings and other first aid measures as required.</li> <li>Make recommendations to CAL-MAT Unit physician and/or nurses regarding appropriate clinical actions.</li> <li>Instruct patient transport teams in moving patients to and from evacuation vehicles, including loading and unloading patients from ambulances, aircraft and other conveyances; assist with the movement/evacuation of patients via litter and/or gurneys.</li> <li>Oversee triage areas, assigning patients to critical status, delayed status, minor treatment or no treatment based upon patient assessment.</li> </ul>
15%	<ul style="list-style-type: none"> <li>Prepare detailed records of patient's physical condition, chief complaint, pain levels, response to therapy, etc.</li> </ul>
15%	<ul style="list-style-type: none"> <li>Assist in the mobilization and demobilization of equipment utilized by CAL-MAT during a deployment.</li> </ul>
<p><b>KNOWLEDGE AND ABILITIES</b>  Knowledge of: Advanced Life Support (ALS) and medical rescue methods, and associated equipment; operation and use of medical equipment and supplies typically associated with paramedic practice.</p> <p>Ability to: Apply advance medical care techniques; observe and record basic and advanced patient signs, symptoms, vital signs, cardiac performance; observe and record pertinent behavior; keep records and prepare reports; gain the interest, respect, and cooperation of patients; exercise good judgment in emergency situations; analyze situations accurately and take effective action; maintain cooperative relationships with other organizations and agencies.</p> <p><b>SPECIAL REQUIREMENTS</b>  Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating 12 hour shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.</p> <p>Must be licensed in the State of California and accredited by a Local EMS Agency (LEMSA) as an Emergency Medical Technician – Paramedic (EMT-P).</p> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b>  Willingness to work on weekends and holidays and remain on duty 24- hours a day, as required; color vision adequate to successfully perform the job as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test; hearing adequacy within speech frequencies (uncorrected); full use of both hands and both feet; physical strength and agility; weight in proportion to height; no more than a mild reaction to poison oak; emotional stability; sensitivity to needs of injured persons and their families; patience, tact, alertness and keenness of observation.</p> <p><b>Travel within and outside the State of California is required for this position.</b></p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>Knowledge of and/or experience in disaster planning and response, emergency medical services, public health administration and/or or a health/ medical background; principles and techniques of organization, administration, and management; purposes, activities, and legislation of the Emergency Medical Services Authority.</li> <li>Excellent leadership and problem solving skills,</li> </ul>	

- Analyze situations accurately, make recommendations, and take effective action.
- Willingness to work as a team member with other professional staff; willingness to provide patient-oriented services.

#### **ADDITIONAL DESIRABLE QUALIFICATIONS**

- Education equivalent to completion of the twelfth grade.

#### **INTERPERSONAL SKILLS**

- Work well as part of a team and independently as necessary
- Build good working relationships with constituents, colleagues, and consultants.

#### **WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES**

- Shall be required to work in the field, with a Mission Support Team, or location to provide assistance in emergency response and recovery activities.
- Ability to accept a 14 consecutive day deployment with the potential to decrease or extend (This means all personal appointments should be cleared before accepting this assignment).
- Ability to work irregular work hours (7 days a week, 12 hour shifts)
- Ability to function in austere living conditions such as base camp style (or similar) housing/lodging.
- Ability to self-sustain for first 24 to 72 hours.
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.
- Ability to consistently exercise good judgment and effective communication skills.

#### **PHYSICAL ABILITY**

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental, and emotional) situations as may be encountered during deployments without compromising their health and well-being, or that of their fellow team members or patients.