



**TOBAGO REGIONAL HEALTH AUTHORITY  
HUMAN RESOURCES DEPARTMENT  
JOB DESCRIPTION**

<b>Job Title</b>	<b>Emergency Medical Technician</b>
<b>Department</b>	<b>Operations – Emergency Medical Service</b>
<b>Reports to</b>	<b>Operations Supervisor</b>
<b>Head of Department</b>	<b>Manager Tobago Emergency Medical Service (TEMS)</b>
<b>Supervision Provided to</b>	<b>NIL</b>

**JOB SUMMARY**

Emergency Medical Technicians (EMTs) utilizes ambulances and other equipment to respond to medical emergencies and deliver patient care support and evaluation in a pre-hospital setting, this generally includes assessing the patient, determining the proper emergency care, and administering treatment as necessary.

**PRIMARY DUTIES & RESPONSIBILITIES**

- Utilizes ambulances and equipment in accordance with established procedures for the delivery of effective emergency treatment.
- Responds to emergency calls and delivers pre-hospital patient care in emergency situations.
- Determines the nature of and the extent of a patient's illness, injuries and other pre-existing conditions and administers appropriate procedures.
- Handles the patient to minimize discomfort and prevent further injury.
- Controls life threatening situations including controlling severe bleeding, treating shock.
- Stabilizes non-life-threatening situations including managing wounds.
- Obtains appropriate assistance from the Fire Services, Police Service and other public safety agencies.
- Provides receiving hospital staff with the oral and written reports (PCR) of observations and patient care provided.
- Assists hospital staff as required.

- Ensures that personnel protective gear is available and operational.
- Drives, provides basic maintenance and upkeeps vehicles.
- Conducts cleaning and decontamination of vehicles interior and exterior and their ancillary equipment in accordance with standard operating procedures.
- Operates communication equipment in accordance with Dispatch Centre procedures.
- Participates in related legal issues as the need arises.
- Demonstrates reflective practice and commitment to ongoing development of personal practice.
- Performs other related duties and directed.

### **SPECIAL REQUIREMENTS**

- Must maintain patient confidentiality and perform all care with respect for patient rights.
- Must have the physical strength to bend, pull, push, and lift up heavy objects.
- Must be able to work weekends, nights and public holidays as scheduled.
- Must be well groomed at all times and adhere to the TRHA's standards of professional conduct consistent with the job of an Emergency Medical Technician.

### **QUALIFICATIONS & EXPERIENCE**

- Five (5) O'level subjects including Mathematics, English Language and a Science subject.
- Two (2) years working experience; experience in a health care environment will be an asset.
- Certificate in CPR.
- Current EMT certification.
- Valid Class 3 & 4 Driver's License issued by the Government of Trinidad and Tobago.
- Three (3) years driving experience including one (1) year driving Heavy T vehicles.
- NREMT certification will be an asset.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Excellent customer service skills.
- Excellent oral and written communication skills including report writing skills.
- Ability to follow oral and written instructions.
- Ability to exercise sound judgement while working in a stressful environment.
- Must be computer literate.