

## UW HEALTH JOB DESCRIPTION

### EMERGENCY TECHNICIAN

Job Code: 600003	FLSA Status: Non-exempt	Mgt. Approval: J. Hankwitz	Date: August 2022
Department: Emergency Medicine		HR Approval: J. Olson	Date: August 2022

### JOB SUMMARY

The Emergency Tech performs duties under the general supervision of the Emergency Department Registered Nurse. The role is supportive relative to the care of patients in the Emergency Department. The Emergency Tech communicates directly with providers, RNs, patients, patient's families, and other caregivers. The Emergency Tech is responsible for documenting cares, treatments, and/or testing performed while caring for the patient.

### MAJOR RESPONSIBILITIES

#### Clinical Practice and Quality of Care

- Takes direction from RN or physician to maintain high standard of patient care
- Responsible for accurate recording in electronic medical record as directed or needed
- Responds to pages/codes accordingly and assists as directed
- Assists with restraints when directed
- May act as an observer for behavioral health complaints
- Provides orthopedic support goods or crutches when applicable
- Follows established safety and emergency policies and procedures in daily practice or emergency situations, including handling of equipment and supplies during emergencies
- Performs hazardous substance decontamination of contaminated patient(s) while wearing level C personal protective equipment, including the use of a powered air-purifying respirator

#### Professionalism

- Works independently within the scope of practice to achieve clinical outcomes
- Maintains a level of professional development through continuing education, quality improvement initiatives, and sharing of knowledge
- Communicates and interacts with patients and staff in a professional manner that is in line with the UW Health Vision and Mission

#### Other Skills and Responsibilities

- Prepares and cleans equipment and rooms
- Tracks and maintains equipment and supplies for department and individual rooms
- Serves as a troubleshooting resource in department for use of equipment
- Performs maintenance and quality control on all Point of Care (POC) Testing
- Identifies and communicates any issues related to supplies, equipment, and environmental safety to leadership team
- Monitors and retrieves misplaced equipment
- May work with RN staff in picking up and returning blood from blood bank
- Performs clerical functions as needed, such as processing completed charts, obtaining medical records, placing phone calls as directed by ED staff, and assisting with admission or discharge paperwork

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	Completion of EMT-Basic
	Preferred	Completion of AEMT or Paramedic program
Work Experience	Minimum	
	Preferred	Relevant experience in Emergency Departments, hospitals, or other healthcare entities to include EMS
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> <li>• EMT – Basic license or National Registry of EMT</li> <li>• CPR/BLS certification</li> </ul>
	Preferred	<ul style="list-style-type: none"> <li>• National Registry or Wisconsin Advanced Emergency Medical Technician or Emergency Medical Technician – Paramedic license</li> <li>• ACLS and PALS certification</li> </ul>

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Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>• Knowledge and experience documenting patient care in an electronic medical record</li> <li>• Excellent verbal, written, and presentation skills</li> <li>• Ability to take direction from all levels of leadership</li> <li>• Ability to educate staff</li> <li>• Ability to provide counseling and emotional support with compassion and respect for the individual</li> <li>• Ability to provide support to the members of the care team (teamwork)</li> <li>• Must possess initiative and ability to work independently</li> <li>• Ability to maintain confidentiality of medical records</li> </ul>
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### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<b>X Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:			

**Note:** The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.