

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DOC-EGELER FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Health Care Services
4. Civil Service Position Code Description Emergency Medical Technician-E	10. Division Jackson Medical Complex
5. Working Title (What the agency calls the position) EMT	11. Section Duane Waters Hospital Center
6. Name and Position Code Description of Direct Supervisor JOHNSON, AMY A; REGISTERED NURSE MANAGER-4	12. Unit Emergency Room
7. Name and Position Code Description of Second Level Supervisor GRIFFES, CAROL M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 3857 Cooper St. Jackson, MI / 80 hours per pay period

14. General Summary of Function/Purpose of Position

Under the direction of the Medical Provider (MP)/MP Charge Nurse, the EMT follows assigned duties. Provides urgent, emergent and routine care to prisoners and staff, when needed. Maintains licensure where applicable. Follows MDOC policies and procedures. The EMT is expected to exercise considerable judgment in selecting the most appropriate course of action for emergent, life threatening situations. The employee may be hired for a specific area, but on occasion, may be held responsible to move to any other medical setting within the facility or complex. Works 100% of the time within the secured perimeter of the prison.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 60

Performs physical and mental status assessments, and implements treatment plan, as deemed by MP, RN, or Paramedic. Evaluates effectiveness of care. Teaches prisoner health care and self-care information according to specific prisoner needs. Reports changes in condition to appropriate providers. Collaborates with other disciplines to establish appropriate care and treatment. Carries out related duties as directed by the Emergency Room RN, Nursing Supervisors or Administration as assigned. May be needed to assist with prisoner care needs in other units or facilities.

Individual tasks related to the duty:

- Measures and Monitors prisoner vital signs.
- Obtains and prepares laboratory specimens, i.e., hemocult slides, dipstick urinalysis
- Performs prisoner education as directed by the MP, RN and Paramedic.
- Performs specialized care, procedures, and treatments.
- Maintains professional appearance and conduct.
- Maintains prisoner confidentiality.
- Assesses, triages, initiates interventions, and evaluates care for urgent emergent prisoners.
- Performs other assigned duties or tasks as directed by the Emergency Room RN, Nursing Supervisor or Administration.
- Reports timely information to immediate Supervisor.
- Obtains and shares information with other health care providers to report changes in prisoners' condition or response to treatment and obtain orders as necessary.
- Maintains IV lines, performs wound care, EKGs, performs life saving measures as appropriate etc.

Duty 2

General Summary:

Percentage: 20

Appropriately and timely contacts MP. Administers oral, IM, Sub-q and topical medications as indicated and ordered by the MP. Assesses medication precautions, contraindications, dosages, and side effects. Evaluates and documents therapeutic effectiveness and consequence of medications. Accounts for and secures critical tools. Ensures adequate stock and functionality of emergency kits, State Ambulance, and Mini-Ambulance, notifying Supervisor if/when repairs are necessary.

Individual tasks related to the duty:

- Initiates timely maintenance request of EMT equipment.
- Inventories supplies, initiates the ordering of supplies and equipment.
- Ensures routine care of ambulance.
- Obtains administrative approval and coordinates service of ambulance.
- Other duties as assigned.

Duty 3

General Summary:

Percentage: 20

Attends and promotes competency training, MDOC required training, CEU's for licensure, and special certifications, as required. Follows MDOC and Civil Service, policies, procedures, and standards. Attends staff meetings and committee meetings, as assigned. Participates in continuous quality improvements.

Individual tasks related to the duty:

- Attends staff meetings.
- Attends in service training programs and maintains professional knowledge base.
- Participates in all institutional security procedures.
- Completes appropriate MDOC reports and forms.
- Faxes, phones or emails appropriate information to other facilities and disciplines as appropriate to facilitate and communicate prisoner care information based on MP directives and orders.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Makes decisions relative to providing emergent prisoner care within the EMT scope of practice while ensuring DOC policies are followed

17. Describe the types of decisions that require the supervisor's review.

Decisions which have a potential legal and/or financial impact.

Changes in policy and procedures or clarification/interpretation of policy or procedures.

Administrative support for unique clinical situations especially those not covered by protocol, policy or procedure.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

This position is located inside the secure perimeter of a prison. It has 100% prisoner contacts. Requires bending, lifting and stooping for filing and prisoner care. Requires prolonged sitting and frequent, extended use of computers.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

Provide appropriate emergent and non-emergent prisoner care in the facility.

Generate various reports as assigned.

Oversee and enter data in the Electronic Health Record and MI-Emsis.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Establish as new position.

25. What is the function of the work area and how does this position fit into that function?

The work area provides health care services to prisoners housed at the facility. This position is responsible for providing urgent, emergent, and routine care to prisoners and staff.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

BLS certification and Emergency Medical Technician license.

EXPERIENCE:

Emergency Medical Technician E9

No specific type or amount of experience is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of equipment and departmental policies and procedures. Excellent writing and organizational skills. Excellent knowledge and triage ability of medical emergencies. The employee must have thorough knowledge and skill in the current EMT practice. Ability to operate an ambulance. He/she must have the self confidence to make decisions with minimal supervision and must be able to treat prisoners in a professional, nonjudgmental manner.

CERTIFICATES, LICENSES, REGISTRATIONS:

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

Valid Driver's License.

Position is a test-designated positions and is subject to pre-appointment and random-selection drug and alcohol testing.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

n/a

I certify that the entries on these pages are accurate and complete.

ASHLEY NORTON

Appointing Authority

3/30/2023

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date