



Job Description

Job title	EMT (Basic)	Job Holder	
Reports to	EMS Manager	Section	EMS Department

Background Information

The Cayman Islands Health Services Authority (“HSA”) provides and administers health care services and public health functions for residents of the Cayman Islands in accordance with the National Strategic Plan for Health.

Services are delivered primarily through the 127-beds at the Cayman Islands Hospital (the country’s principal health care facility) and the 18 beds at the Faith Hospital on Cayman Brac. Ancillary services are offered at district health centers and clinics for dental and ophthalmologic care. Residents of Little Cayman can access care through the Island’s clinic, which is a purpose-built facility.

The Cayman Islands Emergency Medical Services (Ambulance) is the primary prehospital care provider and transport to all residents and visitors to our Island.

This position plays a vital role in the response and treatment of the sick and injured. The EMT - Basic is a critical member of our EMS team in delivering pre-hospital medical care.

Job purpose

To provide prehospital emergency care and transportation in accordance with the protocols, policies, and procedures of the Cayman Islands EMS. In addition, provide routine transport to and from healthcare facilities as and when required. The post holder will act as a role model for EMS staff and ensure their daily activities reflect the mission, goals, and objectives of Cayman Islands EMS and the Health Services Authority.

Dimensions

- The EMT-B has clinical responsibility for his actions.
- The EMT-B has no budgetary responsibility.
- The EMT-B will be exposed to a high-risk environment.
- All duties must be carried out in accordance with the Protocol, Policies, and Procedures Manual of the Cayman Health Services EMS.

Duties and responsibilities

Strategic Management

- To ensure their safety and the safety of fellow workers and patients.
- To operate all designated emergency vehicles to and from the scene safely, timely, and lawfully while exercising due regard for others.

- C. To provide routine non-emergency transport in a safe and timely manner.
- D. Use protective equipment in hazardous situations, including body substance isolation precautions. PPE.
- E. To interact and effectively communicate with various emergency response agencies.
- F. To initially control the scene, ensure safety, and regulate access to potentially harmful situations until other emergency services and support staff arrive.
- G. To determine the needs of those involved in the incident, such as mass casualty management, hazardous events, or medical and traumatic emergencies, and communicate that information to 911, including requesting and coordinating with supportive agencies as needed.
- H. To use essential tools and procedures as prescribed to gain access to and extricate entrapped patients.
- I. To establish rapport with patients, maintaining their confidentiality and privacy.
- J. To treat patients with appropriate dignity, compassion, and respect.
- K. To rapidly assess and manage life-threatening illnesses and injuries.
- L. To perform a thorough patient assessment, recognize the nature and seriousness of illnesses or injuries, and determine emergency medical care requirements.
- M. Within the confines of given protocols, provide prompt and efficient essential life support for illnesses or injuries.
- N. To assess the effects of treatment and document accordingly
- O. To establish communications with medical direction (online medical control), including physician consultation, when needed.
- P. To recognize when the limits of field care have been reached and when prompt transportation to a medical facility is needed.
- Q. To lift, move, position, and handle patients in such a way as to minimize discomfort and further injury, including spinal immobilization, splinting, and proper lifting and handling techniques.
- R. To transfer care of patients to all designated Health Care Facilities staff in a timely and efficient manner.
- S. Accurately complete all Patient Care Report forms.
- T. To efficiently complete all paperwork required by Ambulance Service Policies and Procedures.
- U. To clean and maintain all equipment and ensure they are in working order.
- V. The following established protocols when patient transport is not warranted or is refused. Consultation must take place with online medical control.

Staff Management

- The EMT -B will be expected to provide operational support during our EMS ride-along program, junior members of staff, and new hires during the orientation period.

Compliance monitoring and reporting

- The EMT Basic is responsible for completing all required documentation set forth by the EMS Department, including patient care documentation and billing.
- The post holder is responsible for reporting all defective equipment immediately utilizing the appropriate form.
- The post holder must immediately report any critical failure or injuries to the patient or themselves.
- The post holder is responsible for promptly responding to all 911 calls for service.
- The post holder is responsible for reporting untoward activities, including victimization, workplace bullying, etc.
- The post holder, when operating the Emergency vehicle, shall comply with the Traffic Laws of the Cayman Islands

Communication

- Manage communication via Radio with 911 Communications and varying other emergency and NGO agencies.
- To notify EMS Management or designates of all operational or clinical needs.
- Communicate with patients, family members, and internal workgroups on critical matters.
- Work to develop and maintain effective working relationships with other emergency services to improve the service's effectiveness.
- Act as point of contact for external Mass Casualty Incidents and Disaster Management.
- Other duties as assigned.
- Ensure that patient confidentiality is always maintained.

Qualifications, Experience & Skills Requirement

Education and Experience Requirements:

- High School Graduate
- A minimum of one (1) year working experience in the role of an EMT Basic.
- Current EMT-B registration or license eligibility with the Cayman Islands Health Practice Commission (CPAM)
- Current EMT-B Licensure in one of the seven jurisdictions: USA, UK, South Africa, New Zealand, Australia, Jamaica, and Canada
- Current group 3 or 4 Cayman Islands Driver's License
- Minimal of 2 years clean driving record
- Current BLS Certification

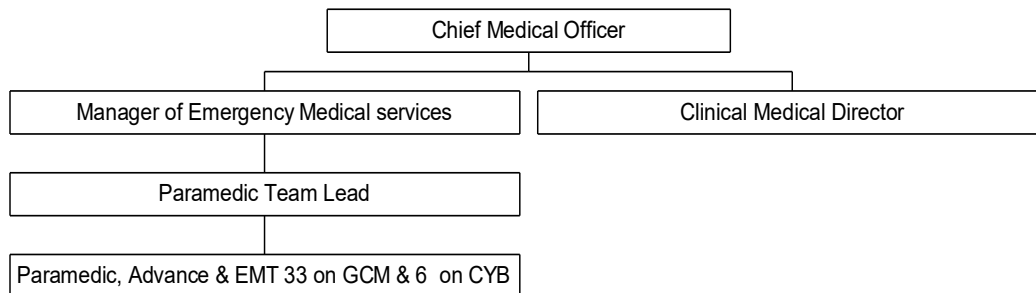
Performance Requirements:

Knowledge:

- Working knowledge of EMS vehicle operations (Emergency Vehicle).
- Working knowledge of EMS medical equipment.
- Working knowledge of patient care policies and procedures outlined by the Cayman Islands EMS.
- Working knowledge of patient registration, billing, and documentation in Cerner.
- Preferably working knowledge of the Cayman Islands Health care legislation.

Skills and abilities:

- Have a minimum of one year of current field clinical EMS experience.
- Have demonstrated the ability to perform efficiently in high-stress situations.
- Be proficient in all equipment utilized in EMS, per scope and level of training.
- Be proficient in all current scopes of practice.
- Have completed an Emergency Responders Driving Training (ERDT)
- Must have no restrictions in their capacity to function within the specified role.
- Excellent people skills and reliable communication and presentation skills.
- Ability to effectively interact with patients, and other professionals, including physicians and clinical leadership.
- Current Basic Life Support training and certification
- Must be able to organize self and respond immediately to EMS calls.
- Mandatory Continuing Education programs must be attended, and all certifications must be kept current.
- Experience using a CERNER IT system or other hospital software would be an asset.

Reporting Relationship**Direct reports**

The Basic level EMT reports directly to the Team Leader on duty. If the Team Lead is unavailable, the EMS Manager must be contacted.

Other Working Relationships

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| • All EMS staff levels. | • NGO's (Red Cross, etc.) |
| • hazard management | • Health Care Professional |
| • Physicians | • RCIP, Fire Service, and other uniformed services |
| • Other Emergency Services | • Department of Public Safety and Communications |

Decision-Making Authority and Controls

- Can initiate treatment of patients within the scope of their training and experience, within the protocols, policies, and procedures of Cayman Islands EMS, and with the authority of the A&E Physician on duty.
- Maybe the primary clinical lead in the event of a significant incident or mass casualty management until additional resources and EMS leadership are available.

Working conditions

- This clinical position rotates on a 12-hour shift with variables. This may be extended during natural and man-made disasters up to or greater than 24 hrs.
- There is an elevated risk of exposure to communicable diseases as the EMT-B must regularly deal with bio-medical and other body fluids in the field and the Emergency Room.
- The role presents a higher level of risk from lifting and handling patients in confined spaces.
- Prehospital care is a highly stressful occupation that can physically or psychologically affect the EMT-B.
- High-paced work environment and call volume.
- The EMT-B is required to perform their duties during adverse weather or other adverse environmental condition.
- The EMT-B is required to respond to scenes that may contain an element of the actual or potential risk to their person. Scene safety remains of importance.

Physical requirements

The position requires the incumbent to stand and walk for extended periods and do repetitive tasks with few breaks. The EMT-B is also expected to lift and move patients and equipment (heavyweights) and work under challenging scenarios. Deep cleaning of the ambulance and equipment is also required of the EMT-B. The staff members' capacity to function remains paramount to ensuring workplace safety and risk mitigation of potential injuries.

Problem/Key Features

The position requires the post-holder to manage stress effectively in a high-paced, periodically unstable, high-risk environment and manage varying scenes. The position also requires work outside of regular business hours. The job requirements are time-sensitive and require excellent planning and time management skills.

The position will also require the post holder to travel through the various Islands in the event of required assistance.

Evaluation Metrics

- Attendance and submissions
- Clinical audits
- Direct observation and feedback
- Patient care and operational documentation
- Completion of all patient care reports and billing
- Mandatory Vehicle check

Approved by:	<i>Medical Director</i>
Date approved:	<i>3-Apr-2023</i>
Reviewed:	<i>3-Apr-2023</i>
Next Review	<i>2-Apr-2024</i>
Employee Signature:	
Date:	
Manager's Signature:	
Date:	