

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 2068
Grade: 16
FLSA: Nonexempt

Standard Job Description

Job Title
Emergency Response Technician

Department
Patient Care Services

Job Summary

Acts as first responder to medical emergencies in accordance with protocols, within the Cook County Department of Corrections (CCDOC)/Criminal Courts Building Complex and the Department of Community Supervision and Intervention (DCSI). Utilizes Advance Cardiac Life Support (ACLS) skills as well as other technical skills to evaluate, triage, and stabilize patients. Observes detainees for health problems, intervenes and reports clinical information to Physician, Physician Assistant (PA) or Registered Nurse (RN).

Typical Duties

- Evaluates patients condition and provides emergency treatment per protocol
- Provide emergency care which may include: taking vital signs, immobilizing the patient, administering medications orally and intravenously, perform EKG, perform endotracheal intubation, cardiac defibrillation and venous catheter placement
- Performs Advanced Cardiac Life Support (ACLS), as directed and supervised by physician
- Documents accurately and timely
- In divisional, clinic, Intake, and/or Infirmery setting, acknowledges nurse's supervisory responsibility as directed
- In divisional, clinic, Intake, and/or Infirmery setting, performs activities as directed by the nurse
- Documents in Cerner EMR as directed by the nurse
- Verifies and documents patient complaints and discusses with registered nurse or physician
- Maintains confidentiality in all patient related information
- Assists the nurse, physician and/or physician assistant in further medical evaluation of the detainee/patient
- Adheres to the attendance policy
- Utilizes appropriate channel to address any issues/concerns
- Transports sick and injured detainees to required healthcare areas by wheelchair, stair-chair, gurney, medi-car, and ambulance
- Inspects emergency equipment and supplies daily; ensures that all equipment is clean and operational and reports problems
- Understands and supports unit department health services policies and philosophy by reviewing new policies and procedures, utilizes policy and procedure book for clarifications
- Demonstrates accountability through maintenance and compliance with CPR, ACLS
- Attends mandatory certifications programs for fire, safety, infection control, and other mandatory offerings
- Assist in maintaining a clean and safe environment for patients, staff and others
- Give appropriate shift to shift reports
- Assumes responsibility for attending 12, hours of in-service annually; accepts responsibility for professional growth by attendance at educational offerings

Typical Duties continued

- Maintains patient confidentiality; demonstrates use of ethics in practice
- Participates in Continuous Quality Improvement (CQI)
- Complies with existing security (CCDOC, DCSI) policies and procedures
- Presents professional appearance in attitude, dress, communication, and grooming
- Serves as a preceptor as assigned
- Performs other duties as assigned

Reporting Relationships

Reports to the Nurse Coordinator II

Minimum Qualifications

- High School diploma or equivalent, required
- Must be 21 years of age at time of application filing
- Must possess a valid driver's license
- Must possess current CPR and ACLS certifications
- Must be licensed as an Emergency Medical Technician-Paramedic in the state of Illinois
- Two (2) years full-time work experience as an emergency medical technician or providing emergency medical care, required
- Competency in Phlebotomy, required
- Proficiency in Microsoft Excel, required
- Experience in sterilization procedures, required

Knowledge, Skills, Abilities and Other Characteristics

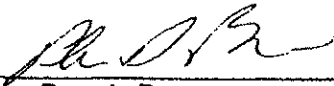
- Knowledge of pharmacology, physical assessment, and basic medical terminology
- Knowledge of medical terminology
- Knowledge in the principles of pharmacology
- Knowledge of medical (related) abbreviations that pertain to emergency medical procedures
- Skill in performing EKG
- Skill in basic physical assessment
- Ability to perform Advanced Cardiac Life Support (ACLS)
- Ability to maintain accurate records
- Ability to understand instructions and communicate effectively with patients as well as staff

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:  4/22/14
Pamela Brown
Director of Nursing
Date

Approval: _____
Gladys Lopez
Chief of Human Resources
Date