



## **TERMS OF REFERENCE**

### **“On-Call” Emergency Medical Technician**

The purpose of this scope is to identify the minimum requirements expected of the Contractor for the provision of On Call Emergency Medical Technician services for a period of one (1) year.

#### Reporting:

1. The Contractor shall communicate with the Chief Executive Officer or Nurse in Charge/Primary Care Physician II responsible for Cluster III, in connection with the performance of the duties under this Agreement and shall fulfil any other duties reasonable requested by the Employer and agreed to by the Contractor.

#### Legal Compliance:

2. During the period of this Agreement the Contractor shall ensure that the services performed pursuant to the requirement thereof shall conform to all applicable laws and regulations promulgated by the legally constituted Authorities of the government of Trinidad and Tobago.

#### Scope of Job:

3. Under the general direction of the Nurse in Charge/Primary Care Physician II, responsible for Cluster III, the Contractor is responsible for knowledge of providing EMT-B Support (Basic Life Support) to victims of illness/injury, per established standards of care and in accordance to instructions given by a Senior Clinical Practitioner.
4. The EMT is responsible for responding to emergency calls and also facilitating patient transfer in emergency situations from one health care institution to another.
5. Work will be conducted under the supervision of a Senior Clinical Practitioner at the Accident and Emergency and General Practice Service.
6. The EMT will be assigned to Grande Riviere and will take call from Matelot, Sans Souci and Grande Riviere.
7. Duties and Responsibilities:
  - Utilize ambulances and equipment in accordance with established procedures for the delivery of effective emergency treatment.
  - Respond to emergency calls and delivers patient care in emergency situations.

- Determine the nature of the extent of patient's illness injuries and other pre-existing conditions and administer appropriate procedures.
- Handle the patient to minimize discomfort and prevent further injury.
- Liaise with Senior Clinician or Nurse in Charge in the performance of other duties.
- Stabilize non-life-threatening situations, including managing wounds.
- Obtain appropriate assistance from the Fire Services, Police, and other public safety agencies where applicable.
- Provide receiving hospital or Health Centre staff with oral and written reports (PCR) of observation and patient care provided. Assists as required.
- Ensure that personal protective gear is available and operational.
- Provide basic maintenance and upkeep of vehicles and liaise with Transport Assistant and Fleet Coordinator.
- Conduct cleaning and decontamination of vehicles interior and exterior and their ancillary equipment in accordance with standard operating procedures.
- Operate communication equipment in accordance with the Authority's Communication procedure.
- Cope with related legal issues as the need arises.

Minimum Training and Experience:

- Training as evidence by the possession of certification as EMT-Basic from a recognized institution.
- Minimum of at least two (2) years working experience in a similar or related field.
- Possession class 3 and 4 driver's licenses.
- Must be between the ages of 25-45.
- Certified Defensive Driver will be an asset