



GOVERNMENT OF GUAM  
 DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
 DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT



LOURDES A. LEON GUERRERO  
 GOVERNOR, MAGA'HAGA'

JOSHUA F. TENORIO  
 LT. GOVERNOR, SIGUNDO MAGA'LÁHI

ARTHUR U. SAN AGUSTIN, MHR  
 DIRECTOR

LAURENT SF DUENAS, MPH, BSN  
 DEPUTY DIRECTOR

TERRY G. AGUON  
 DEPUTY DIRECTOR

NOV 03 2020

**MEMORANDUM**

**To:** Director of Administration  
**Fr:** Director, Department of Public Health and Social Services  
**Subject:** Expedited Creation of Position  
**Re:** **Emergency Medical Technician (DPHSS COVID-19 RESPONSE)**

*Hafa Adai!* The Department of Public Health and Social Services (DPHSS) has recently created a Rapid Engagement Response Team. This team's mission is to conduct focused community COVID-19 related response activities at known areas of community spread in which high-risk populations reside and are in need of mitigation. This approach of assessing and responding to high rates of infection within the community will provide our department a way to aggressively manage infections and allow the department to possibly minimize any further spread in these particular areas.

Our teams that respond to these particular areas are made of nursing personnel, safety personnel, community leaders and various village representatives. One key component of the response team is to have, as part of the medical personnel, Emergency Medical Technicians (EMT) with our respective teams. Unfortunately, this position does not exist in the list of positions in the government of Guam line agencies under the Department of Administration (DOA). This position is key not just in the more routine assessment duties of checking vital statistics; it is also key in providing further medical care depending on the various levels of symptoms that patients may have at the time of assessment for any and all COVID-19 related situations. The DPHSS has put together a proposed job specification for an EMT position for your department's review. In light of the current rise in cases and the necessity to have the team readily available; we are requesting for the expedited creation of this position via the Governor's Executive Order 2020-03. This request is premised on the current public health emergency declaration and will be needed for the duration of this emergency. Your review and consideration are greatly appreciated during this time.

  
 ARTHUR U. SAN AGUSTIN, MHR

# Department of Public Health and Social Services

## Job Description - Emergency Medical Technician

### Pay scale (national average)

Department of Labor study – National Medium Salary: \$31,980 or about \$15.38 per hour.

### Pre-Requisite:

1. High School Diploma, GED or equivalent
2. Chauffeur's license
3. Holds a Guam License as an Emergency Medical Technician in good standing
4. Court and Police Clearance with no outstanding issues
5. No alert on any Federal data bases such as U.S. Inspector General
6. Drug Testing

### Physical and Job Requirements:

- ♦ The EMT will be an 80-hour employee subject to shift work (days, evenings, graveyard)
- ♦ Must be physically fit and able to lift and move patients assisted or unassisted.
- ♦ Subject to random drug testing

### Responsibilities:

Emergency Medical Technicians (EMT) respond to emergency calls to provide efficient and immediate care to the critically ill and injured, and to transport the patient to a medical facility.

After receiving the call from the dispatcher, the EMT drives the ambulance to address or location given, using the most expeditious route, depending on traffic and weather conditions. The EMT must observe traffic ordinances and regulations concerning emergency vehicle operation.

### The EMT:

- ♦ functions in uncommon situations;
- ♦ has a basic understanding of stress response and methods to ensure personal well-being;
- ♦ has an understanding of body substance isolation;
- ♦ understands basic medical-legal principles;
- ♦ functions within the scope of care as defined by state, regional and local regulatory agencies;
- ♦ complies with regulations on the handling of the deceased, notifies authorities and arranges for protection of property and evidence at the scene.

Upon arrival at the scene of crash or illness, the EMT parks the ambulance in a safe location to avoid additional injury. Prior to initiating patient care, the EMT will also

"size-up" the scene to determine that the scene is safe; the mechanism of injury or nature of illness; the total number of patients; and to request additional help, if necessary. In the absence of law enforcement, the EMT creates a safe traffic environment, such as the placement of road flares, removal of debris and redirection of traffic for the protection of the injured and those assisting in the care of injured patients. The EMT determines the nature and extent of illness or injury and establishes priority for required emergency care. The EMT renders emergency medical and or trauma care, to adults, children and infants based on assessment findings. Duties include but are not limited to:

- ◆ opening and maintaining an airway;
- ◆ ventilating patients;
- ◆ administering cardiopulmonary resuscitation, including use of automated external defibrillators;
- ◆ providing prehospital emergency medical care of simple and multiple system trauma such as:
  - controlling hemorrhage,
  - treatment of shock (hypoperfusion),
  - bandaging wounds,
  - immobilization of painful, swollen, or deformed extremities,
  - immobilization of painful, swollen, or deformed neck or spine;
- providing emergency medical care to:
  - assist in emergency childbirth,
  - manage general medical complaints of altered mental status, respiratory, cardiac, diabetic, allergic reaction, seizures, poisoning behavioral emergencies, environmental emergencies, and psychological crises. Additional care is provided based upon assessment of the patient and obtaining historical information.
- searching for medical identification emblems as a guide to appropriate emergency medical care.
- assisting patients with prescribed medications, including sublingual nitroglycerine, epinephrine autoinjectors and hand-held aerosol inhalers.
- administration of oxygen, oral glucose and activated charcoal.
- reassuring patients and bystanders by working in a confident, efficient manner.
- avoiding mishandling and undue haste while working expeditiously to accomplish the task.

Where a patient must be extricated from entrapment, the EMT assesses the extent of injury and gives all possible emergency care and protection to the entrapped patient and uses the prescribed techniques and appliances for safely removing the patient. If needed, the EMT radios the dispatcher for additional help or special rescue and/or utility services. Provides simple rescue service if the ambulance has not been accompanied by a specialized unit. After extrication, provides additional care in triaging the injured in accordance with standard emergency procedures.

The EMT is responsible for:

- ◆ lifting the stretcher (be able to lift and carry 125 pounds),
- ◆ placing it in the ambulance and seeing that the patient and stretcher are secured

- ◆ continuing emergency medical care while enroute to the medical facility.

The EMT uses the knowledge of the condition of the patient and the extent of injuries and the relative locations and staffing of emergency hospital facilities to determine the most appropriate facility to which the patient will be transported, unless otherwise directed by medical direction. The EMT reports directly to the emergency department or communications center the nature and extent of injuries, the number being transported and the destination to assure prompt medical care on arrival. The EMT identifies assessment findings, which may require communications with medical control, for advice and for notification that special professional services and assistance be immediately available upon arrival at the medical facility.

The EMT:

- ◆ constantly assesses the patient enroute to the emergency facility, administers additional care as indicated or directed by medical control,
- ◆ assists in lifting and carrying the patient out of the ambulance and into the receiving medical facility
- ◆ reports verbally and in writing, their observation and emergency medical care of the patient at the emergency scene and in transit, to the receiving medical facility staff for purposes of records and diagnostics
- ◆ upon request provides assistance to the receiving medical facility staff.

After each call, the EMT:

- ◆ restocks and replaces used linens, blankets and other supplies,
- ◆ cleans all equipment following appropriate disinfecting procedures,
- ◆ makes careful check of all equipment so that the ambulance is ready for the next run
- ◆ maintains ambulance in efficient operating condition
- ◆ ensures that the ambulance is clean and washed and kept in a neat orderly condition
- ◆ in accordance with local, state or federal regulations, decontaminates the interior of the vehicle after transport of patient with contagious infection or hazardous materials exposure.

Additionally, the EMT:

- ◆ determines that vehicle is in proper mechanical condition by checking items required by service management. Maintains familiarity with specialized equipment used by the service
- ◆ attends continuing education and refresher training programs as required by employers, medical control, licensing or certifying agencies

Prepared by: C4 DDB