



# JOB ANNOUNCEMENT

## MISSION

The Lancaster County Department of Emergency Services is dedicated to ensuring the highest quality, compassionate care to residents, visitors and employees of the County of Lancaster. To that end, we shall:

- promote healthy lifestyles amongst our staff and the public;
- demonstrate a commitment to service excellence;
- provide training and education opportunities to maintain and enhance service;
- maintain a high standard of care through investment in technology and equipment;
- collaborate with other public safety organizations to achieve common goals;
- and, be progressive and dynamic in light of a rapidly changing healthcare system.

## VISION

The Lancaster County Department of Emergency Services is committed to the provision of timely, exceptional patient care, with optimal outcomes, while maintaining a safe, productive and comfortable work environment for our staff.

## VALUES

The Lancaster County Department of Emergency Services values:

- Compassion – demonstrating sincerity and caring, in all interactions and without judgment.
- Empathy – emphasizing and responding to the concerns of patients and their families.
- Stewardship – maximizing the potential of fiscal, tangible and human resources for the benefit of the public.
- Integrity – instilling trust, demonstrated through action.
- Quality – exceeding expectations through exceptional patient care.
- Respect – engaging interaction, open dialogue and honest communication.

Lancaster County Emergency Services is accepting applications for Emergency Medical Technicians, Advanced Emergency Medical Technicians and Paramedics (Intermediate providers may be considered). Applications are available at the County Administration Offices and may be picked up in person, during normal business hours at 8311 Mary Ball Road, Lancaster, Virginia or requests for application packages to be mailed can be made by emailing [msmith@lancova.com](mailto:msmith@lancova.com). Completed applications may be hand delivered or mailed to:

Lancaster County Emergency Services  
8311 Mary Ball Road  
Lancaster, VA 22503

All applications should be completed and submitted as soon as possible.

Candidates must meet the following qualifications:

1. Eligibility for EMS certification in Virginia as evidenced by FBI background check and verified by the Virginia Office of EMS.
2. High school graduate or GED.
3. Current EMT (or higher) certification in the Commonwealth of Virginia, or able to obtain Virginia Certification prior to first day of employment.
4. Pass a physical examination certifying the ability to perform the work of an Emergency Medical Technician (see position description and physical evaluation form).
5. Current American Heart Association BLS for Healthcare Providers certification, or equivalent. BLS (EMT/AEMT) providers must have PHTLS or ITLS and PEPP within one year of hire. ALS Providers must have American Heart Association ACLS certification, PHTLS or ITLS certification, PEPP or PALS certification, obtain within one year of hire.
6. Completion of IS-100, IS-200, IS-700 and IS-800 training.
7. A valid drivers license and clean driving record (must have points balance of 2 or greater).
8. Current Emergency Vehicle Operators Course certification approved by the Virginia Office of EMS (see approved list)
9. Must be able to perform duties when functioning as part of a two-person crew, with minimum oversight.
10. Ability to communicate effectively with co-workers, supervisors, other healthcare personnel and members of the public.

# COUNTY OF LANCASTER, VIRGINIA

## EMERGENCY MEDICAL TECHNICIAN

### General Description of Responsibilities

An Emergency Medical Technician performs basic and specialized technical emergency medical services work. The provider will respond to a variety of injuries, illnesses and life threatening situations. Work involves determining the nature of the problem, taking the appropriate steps to alleviate the problem, determining the appropriate medical interventions and providing transport to the closest medical facility.

It is the responsibility of the employee to maintain certification at, or above, the level of certification at the time of hire.

The employee will display a positive attitude when performing daily assigned work.

### Typical Examples of Work

- performs necessary basic life support care of the sick, injured, or convalescent persons at sites of emergencies, enroute to hospitals or other locations, observes and complies with established EMS protocols in the use of medical procedures
- performs independently at the scene of an emergency
- provides patient care at the scene of emergency incidents
- attends training programs in emergency medical services and techniques
- maintains knowledge of all current policies and procedures
- provides training sessions for other emergency response personnel and the public
- attends training sessions including specialized regional schools, re-certification classes and other specialty courses
- checks the mechanical operation of the ambulance, cleans ambulance exterior and interior surfaces, decontaminates, checks and maintains assigned medical equipment, assures supplies and other expendables are maintained at their required levels
- completes required paperwork and writes reports
- performs housekeeping and maintenance duties at assigned stations
- performs duties safely, according to departmental procedures
- exercises precautions to guard against transmission of communicable diseases
- operates equipment safely and reports any unsafe work conditions or practices
- participates in the public relations and educational programs as directed
- operates a variety of medical equipment including: defibrillators, combitubes, oxygen equipment, pulse oximetry, hospital radios, and other equipment as needed for patient care
- operates portable equipment as necessary to assist in extrication, hazardous materials, or other specialized rescue responses
- performs other assigned duties as assigned

## **Essential Knowledge, Skills, and Abilities**

- thorough knowledge of emergency medical methods, practices, equipment, and terminology
- considerable knowledge of basic life support procedures
- considerable knowledge of EMS protocols, practice and procedures
- thorough knowledge of County geography
- ability to establish and maintain effective working relationships with fellow employees, hospital staff, volunteer rescue personnel, other local emergency services personnel, and the general public
- ability to understand and carry out oral and written instructions
- ability to communicate clearly and effectively, in the English language, both orally and in writing
- ability to deal courteously, but firmly, with the public on especially difficult and sensitive subjects
- ability to analyze situations and to adopt and direct quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances
- physical strength, endurance, agility, freedom from serious physical disabilities, and the physical ability to perform the tasks of the job
- ability to maintain control of emotional and physical reactions in stressful situations

## **Education and Experience**

High School diploma or GED and current certification as an Emergency Medical Technician (or higher) as established by the Virginia Office of EMS.

## **Additional Requirements**

- possess and maintain a valid Virginia Operator's License issued by the Virginia Department of Motor Vehicles and maintain at least two positive on the driving record.
- maintain the following certifications: Emergency Medical Technician (or higher), approved course in cardiopulmonary resuscitation, approved emergency vehicle operators course PEPP or EPC (within one year of hire) and PHTLS or ITLS (within one year of hire); for ALS providers (Intermediate and Paramedic): American Heart Association ACLS (at time of application); PALS, PEPP or EPC (within one year of hire); PHTLS or ITLS (within one year of hire)
- have an acceptable criminal history and motor vehicle operator's record
- pass a physical examination certifying the ability to perform the work of the Emergency Medical Technician
- be able, with assistance of a partner, to operate and lift a loaded stretcher (at least 250 pounds) and be able to carry and service necessary medical equipment

# Functional Position Description for the BLS Provider

## Introduction

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The following is a position description for the Emergency Medical Technician (EMT) within Atlantic EMS Council states. This document identifies the minimum qualifications, expectations, competencies and tasks expected of the EMT.

## Qualifications for State Certification

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To qualify for state certification, the applicant must at a minimum:

1. meet minimum state entry requirements.
2. meet course requirements such as attendance and grades.
3. successfully complete all certification/licensure examination(s).

## Competencies

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The EMT must demonstrate competency in handling emergencies utilizing basic life support equipment and skills in accordance with the objectives in the U.S. Department of Transportation National EMS Education Standards for the EMT to include having the ability to:

- verbally communicate in person, via telephone and telecommunications using the English language;
- hear spoken information from co-workers, patients, physicians and dispatchers and in sounds common to the emergency scene;
- ability to lift, carry, and balance up to 125 pounds (250 with assistance) a height of 33 inches, a distance of 10 feet;
- read and comprehend written materials under stressful conditions;
- document, physically in writing, document physically patient information in prescribed format;
- demonstrate manual dexterity and fine motor skills, with ability to perform all tasks related to quality patient care in a safe manner;
- bend, stoop, crawl, and walk on uneven surfaces;
- meet minimum vision requirements to operate a motor vehicle within the state.

# Functional Position Description for the BLS Provider

## Description of Tasks

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The Basic Life Support Provider must:

- Receives a dispatched call, verbally acknowledges the call, reads road maps, identifies the most expeditious route to the scene, and observes traffic ordinances and regulations.
- Upon arrival at the scene, ensures that the vehicle is parked in a safe location. Safely performs size-up to determine scene safety including the presence of hazardous materials, mechanism of injury or illness, and the total number of patients. Performs triage and requests additional help as necessary.
- In the absence of public safety personnel takes safety precautions to protect the injured and those assisting in the care of the patient(s).
- Using body substance isolation techniques, protects the patient(s) and providers from possible contamination.
- Inspects for medical identification emblems, bracelets or cards that provide patient emergency medical care information.
- Determines nature and extent of illness or injury, checks respirations, auscultates breath sounds, takes pulses, auscultates/palpates blood pressure (including proper placement of the cuff), visually observes changes in skin color, establishes priority for emergency care. Based on assessment findings renders emergency care to adults, infants and children.
- Skills performed include but are not limited to: establishing and maintaining an airway, ventilating patients, cardiac resuscitation, use of automated external defibrillators where applicable. In addition, provides prehospital emergency care of single and multiple system trauma such as controlling hemorrhage, bandaging wounds, treatment of shock (hypoperfusion), spinal immobilization and splinting of painful swollen or deformed extremities.
- Manages medical patients to include, but are not limited to: assisting in childbirth, management of respiratory, cardiac, diabetic, allergic, behavioral, and environmental emergencies and suspected poisonings.
- Performs interventions and assist patients with prescribed medications, including sublingual nitroglycerine, epinephrine auto injectors, and metered dose aerosol inhalers observing safety measures for others and self.
- Responsible for the administration of oxygen, oral glucose and activated charcoal.
- Reassures patients and bystanders by working in a confident, efficient manner.
- Functions in varied environmental conditions such as lighted or darkened work areas, extreme heat, cold and moisture.
- Performs in situations that create stress and tension on a regular basis.
- Where extrication is required, assesses extent of entrapment and provides all possible emergency care and protection to the patient. Uses recognized techniques and equipment for removing patients safely (to include proper strap placement) Communicates verbally for additional help as needed.

# Functional Position Description for the BLS Provider

- Complies with regulations for the handling of crime scenes and prehospital deaths by notifying the appropriate authorities and arranging for the protection of property and evidence at that scene.
- Lifts and moves patients into the ambulance and assures that the patient and stretcher are secured, continues emergency medical care enroute in accordance with local protocols.
- Determines most appropriate facility for patient transport. Reports to the receiving facility, the nature and extent of injuries, and the number of patients being transported.
- Observes patient enroute and administers care as directed by medical control or local protocol. Able to maneuver to all points in the patient compartment while transporting with a stretchered patient. Assists in lifting and carrying patient and appropriate equipment from ambulance and into receiving facility.
- Reports verbally and in writing, observations and emergency care given to the patient at the scene and in transit to the receiving staff for record keeping and diagnostic purposes. Upon request, provides assistance to the receiving facility staff.
- Disposes of contaminated supplies in accordance with established guidelines, decontaminates vehicle interior, sends used supplies for sterilization.
- Maintains ambulance in operable condition which includes cleanliness, orderliness and restocking of equipment and supplies. Determines vehicle readiness by checking oil, gas, water in battery and radiator, and tire pressure.
- Checks all medical equipment for future readiness. Maintains familiarity with all specialized equipment.
- Attends continuing education and or refresher training programs as required by EMS agency, medical direction, and/or certifying agency.
- Meets qualifications within the functional job analysis of the EMT.

# Functional Position Description for the ALS Provider

## Introduction

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The following is a position description for the Advanced Life Support Provider within Virginia. This document identifies the minimum qualifications, expectations, competencies and tasks expected of the Advanced Life Support Provider.

## Qualifications for State Certification

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To qualify for state certification, the applicant must at a minimum:

1. meet minimum state entry requirements.
2. meet course requirements such as attendance and grades.
3. successfully complete all certification/licensure examination(s).

## Competencies

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The Advanced Life Support Provider must demonstrate competency in handling emergencies utilizing basic and advanced life support equipment and skills in accordance with the objectives in the Virginia EMS Education Standards for the Advanced EMT and the U.S. Department of Transportation National EMS Education Standards for the Paramedic to include having the ability to:

- verbally communicate in person, via telephone and telecommunications using the English language;
- hear spoken information from co-workers, patients, physicians and dispatchers and in sounds common to the emergency scene;
- ability to lift, carry, and balance up to 125 pounds (250 with assistance);
- ability to interpret and respond to written, oral, and diagnostic form instructions;
- ability to use good judgment and remain calm in high-stress situations and take on the role of a leader.
- read road maps; drive vehicle, accurately discern street signs and address numbers;
- read medication/prescription labels and directions for usage in quick, accurate, and expedient manner;
- communicate verbally with patients and significant others in diverse cultural and age groups to interview patient, family members, and bystanders;
- discern deviations/changes in eye/skin coloration due to patient's condition and to the treatment given;
- document, in writing, all relevant information in prescribed format in light of legal ramifications of such;

# Functional Position Description for the ALS Provider

- perform with good manual dexterity all tasks related to advanced emergency patient care and documentation;
- bend, stoop, balance, and crawl on uneven terrain;
- withstand varied environmental conditions such as extreme heat, cold, and moisture;
- perform quickly, precise, practical mathematical calculations pertinent to ratio and proportion of medication and supplies used in emergency patient care.

## Description of Tasks

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The Advanced Life Support Provider must:

- be independent, confident, able to work independently without defined structure, have good stable reasoning ability with ability to draw valid conclusions expediently relevant to patient's condition, often, using limited information;
- have knowledge and skills relevant to position and be able to implement them in stressful situations;
- be cognizant of all legal, ethical, and moral obligations inherent within scope of practice;
- be able to perform mathematical calculations/ratios and apply them in expedient, practical manner;
- have successfully completed an approved curriculum with achievement of passing scores on written and practical certification examinations as defined by programmatic guidelines;
- and at any given time, performs any or all tasks performed by a lower level EMT;
- may supervise activities of students or interns, and/or may engage in writing of journal articles or teach. Meets qualifications within the functional job analysis;
- meet minimum vision requirements to operate a motor vehicle within the state.



[Virginia Department of Health](#) > [Emergency Medical Services](#) > [Educational Development](#) > [Student Resources](#) > CPR Requirements


## CPR REQUIREMENTS

**SUBJECT:** Specification of C.P.R. Requirements – Approved Courses

The Virginia Office of EMS requires that all individuals hold current certification in **C.P.R. as a prerequisite** for enrollment in the **EMT and EMR Programs** (initial full certification courses). Completion of an approved course which tests the following skills is required:

- One and Two Rescuer C.P.R. – ADULT and CHILD
- Infant Resuscitation
- Complete Airway Obstruction – Unconscious Victim
- Complete Airway Obstruction – Conscious Victim
- Complete Airway Obstruction – Unconscious Infant
- Complete Airway Obstruction – Conscious/Choking Infant

The current courses which are accepted by the Virginia Office of E.M.S. to meet these standards are:

- American Heart Association – Basic Cardiac Life Support – “BLS Provider” or “Healthcare Provider”
- American Red Cross – “Basic Life Support for Healthcare Providers” or CPR/AED for Lifeguards
- American Safety and Health Institute – “CPR-PRO” or “BLS for Healthcare Providers and Professional Rescuers”
- Emergency Care and Safety Institute “Professional Rescuer” / “Healthcare Provider CPR & AED”
- EMS Safety Services, Inc. – CPR/AED for Professional Rescuers
- Military Training Network – Healthcare Provider
- National Safety Council – “Healthcare and Professional Rescuer”
- ProCPR – “Healthcare Provider” Click here for [ProCPRAcceptanceLetter](#) 



**COMMONWEALTH of VIRGINIA**  
**Department of Health**

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May 8, 2018

**TO:** Virginia Emergency Medical Services Agencies  
Regional Emergency Medical Services Councils

**FROM:** Ron Passmore, NRP  
Manager, Regulation and Compliance

**SUBJECT:** Emergency Vehicle Operators Course (EVOC) Equivalents (revised)

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The following training programs have been reviewed and are recognized as equivalents to the emergency vehicle operator requirements established in the Virginia EMS Regulations (October 2012) specifically; 12VAC5-31-1210, 12VAC5-31-1230 and 12VAC5-31-1270:

- American Medical Response, Virginia Division EVOC Course
- Charlottesville-Albemarle Rescue Squad, Emergency Vehicle Operator's Course
- Chesterfield County Fire Department, EVOC Program
- City of Virginia Beach Emergency Vehicle Operating Course
- Department of Criminal Justice Services Driver Academy EVOC Course and/or Instructor School
- Fairfax County Fire and Rescue, EVOC Training Program
- Lifecare Medical Transport Hybrid EVOC Course
- McNeil and Company, Inc. Emergency Vehicle Operations
- Richmond Ambulance Authority, Emergency Vehicle Operator's Course
- National Association of Emergency Medical Technicians (NAEMT), Emergency Vehicle Operators Safety (EVOS) Course
- U.S. Department of Transportation/National Highway Transportation Safety Administration
- Tuckahoe Volunteer Rescue Squad, Emergency Vehicle Operator's Course
- Virginia Association of Volunteer Rescue Squads, Emergency Vehicle Operator's Course
- Virginia Department of Fire Programs, Emergency Vehicle Operator's Course
- Volunteer Fireman's Insurance Services, Inc., Emergency Vehicle Driver Training



*To protect the health and promote the  
well-being of all people in Virginia.*

[www.vdh.virginia.gov/emergency-medical-services/](http://www.vdh.virginia.gov/emergency-medical-services/)

## **Criminal History and Background Checks on persons who apply to be a volunteer with or an employee of an licensed EMS agency in Virginia**

### **Policy**

Pursuant to § 32.1-111.5, each person who, on or after July 1, 2013, applies to be a volunteer with or employee of an emergency medical services (EMS) agency must submit fingerprints and provide personal descriptive information to be forwarded by the Office of EMS (Office) along with his fingerprints through the Central Criminal Records Exchange (CCRE) of the Virginia State Police to the Federal Bureau of Investigation, for the purpose of conducting a state and national criminal history check.

The CCRE shall forward the results of the state and national records search to the Office of EMS. It will be the responsibility of the Office of EMS, based on EMS Personnel requirements outlined in the EMS Regulations (12VAC5-31-910) to determine if each person is eligible for certification and/or affiliation with an EMS agency.

### **Purpose**

EMS practitioners, by virtue of their state certification have unsupervised, intimate, physical and emotional contact with patients at a time of maximum physical and emotional vulnerability, as well as unsupervised access to personal property. In this capacity, they are placed in a position of the highest public trust, even above that granted to other public safety professionals and most other health care providers.

Citizens in need of out-of-hospital medical services rely on the EMS System and the existence of state licensure/certification to assure that those who respond to their calls for aid are worthy of this extraordinary trust. In light of the high degree of trust conferred upon EMS personnel, the Office of EMS has a duty to exclude individuals who pose a risk to public health, safety and welfare by virtue of conviction of certain crimes.

#### **A. Screening Determinations**

- (1) The Regulation and Compliance Manager is designated by the State EMS Director to serve as the Security Officer (SO) for the Office. The Assistant Director and Human Resources Analyst shall also act in that capacity as needed.
- (2) The Security Officer for the Office or his designee shall review criminal history and background information and make a determination regarding the eligibility of an individual to be certified and/or affiliated with a licensed EMS agency. Eligibility for certification and affiliation with a licensed EMS agency shall be based on criteria referenced in 12VAC5-31-910 of the EMS Regulations pertaining to EMS Personnel requirements.
- (3) The criminal history and background check clearance is not a determination of suitability for a person who applies to be a volunteer with or employee of an EMS agency. The Department's criminal history and background check clearance means that an individual was found to have no disqualifying crime or relevant record and is eligible to hold a certification and be affiliated. EMS agencies are responsible for determining the individual's suitability for application to be a volunteer with or employee of an EMS agency.

- (4) The Security Officer of the Office and other designated OEMS staff shall keep all information obtained pursuant to this policy confidential.
- (5) The Office of EMS shall provide to the Virginia State Police, the request for the criminal history background check, the fingerprints of the individual to be checked, any additional information required by the Virginia State Police.
- (6) If an applicant is denied service as a volunteer or employee of an EMS agency because of information appearing on his criminal history record and the applicant disputes or challenges the accuracy of the information upon which the denial was based, the CCRE shall, upon written request, furnish to the applicant the procedures for obtaining a copy of the criminal history record from the Federal Bureau of Investigation.
- (7) If an individual believes that the records received through the FBI are incorrect, the individual has fifteen (15) days from the receipt of the denial to correct the FBI records according to 28CFR Section 16.34 or other federal regulations.
- (8) Until the validity of the dispute is resolved to the satisfaction of the Office of EMS, no person shall become a volunteer member of or employee of an EMS agency.

## **B. Processing Criminal Background Investigation Material**

- (1) The Office of EMS has utilized the Virginia State contract vendor FieldPrint to provide fingerprint collection and submission services.
- (2) Persons who apply to be a volunteer with or employee of an EMS agency must complete the appropriate information, schedule, and report to their local FieldPrint office, or other FieldPrint authorized organization to be fingerprinted. The cost to run a state and national criminal background check for an EMS certified or endorsed provider will be paid for from funds set aside from the EMS Fund. However, the cost to run a state and national criminal background check for a non-certified member is not covered by the Office of EMS.
- (3) Persons who fail or refuse to cooperate in obtaining criminal history records checks shall be denied volunteer membership or employment with an EMS agency.
- (4) The Office of EMS will initiate the appropriate investigation by sending the completed forms, fingerprint cards or Live Scan images and other required documents to the CCRE.
- (5) It is estimated it will take seven (7) to twelve (12) calendar days from the date the fingerprints are forwarded by OEMS to CCRE to receive a report of the results of the criminal history check.
- (6) The Office of EMS shall issue a determination of eligibility to the chief executive officer of the EMS agency for each person who applies to be a volunteer with or employee of an emergency medical services (EMS) agency.

- (7) Individuals who make application for volunteer membership or employment to more than one EMS agency are not required to submit additional fingerprint-based criminal history and background checks if application is made within sixty (60) days of the original request.
- (8) The Office of EMS will be billed via interagency transfer voucher by FieldPrint on a monthly basis for the expenses incurred to complete the criminal history background investigations.
- (9) All reports of background investigations will be retained in the custody of the Security Officer in the Office of EMS. These records must be kept confidential and shall only be used for the authorized purposes for which they were obtained.
- (10) The Office of EMS maintains the right to conduct additional checks of records of other state agencies (i.e. Virginia Department of Motor Vehicles, Department of Health Professions, Sexual Offender Registry, etc.) and records at city and county courts on persons who apply to be a volunteer with or employee of an EMS agency.

## C. Control of Reports

- (1) Criminal history and background investigations will be completed only for the authorized purposes set forth in this policy. Such reports and contents thereof may be disseminated only to VDH officials with a valid need for access and shall be used only for the authorized purposes for which they were obtained.
- (2) The Office of EMS shall develop and maintain a database of determinations (eligible or not eligible) regarding persons who apply to be a volunteer with or employee of an EMS agency.
- (3) Such records shall be maintained securely and separately from all other records, in a confidential file in the Office of EMS. After the report has served the purpose for which it was obtained, it shall be destroyed according to the Virginia Records Retention Act.