



# ALABAMA DEPARTMENT OF PUBLIC HEALTH OFFICE OF EMS



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## Essential Job Functions Analysis

The purpose of this evaluation is to determine whether or not an individual meets the essential job function requirements stated in the National Highway Traffic Safety Administration’s Emergency Medical Technician: EMT, National Standard Curriculum: Appendix A. **This document must be completed by a licensed M.D. or D.O.** Once completed, please mail the entire original document to the Office of EMS, Attn: Jamie Gray. A copy may be simultaneously submitted via email or fax to the contact information listed above. The date, individual’s name, and physician’s initials must be included at the top of each page.

### PHYSICAL REQUIREMENTS OF JOB TASKS:

NOTE: In terms of a 24-hour work day:

**INTERMITTENT** is considered on an "on and off again" basis;

**RARELY** = < 1% of the time

**FREQUENTLY** = 34 - 66% of the time

**OCCASIONALLY** = 1 - 33% of the time

**CONSTANTLY** = 67-100% of the time

**The following actions should be evaluated without any accommodations or assistance.**  
**Please indicate beside each action whether or not the individual currently meets the requirements.**

- Yes  No **STANDING:** Frequently, dynamic and static standing while performing emergency rescue/medical procedures. Standing would occur on the wide variety of surfaces mentioned above. Standing could last from a few minutes to hours, depending on the situation. Standing could occur in the standard erect position, the kneeling or squatting position, etc.  
AVERAGE DAILY TOTAL: up to 11 hours, depending on the situation and station location
- Yes  No **WALKING:** Frequently, walking to and from an incident scene to emergency vehicles and walking to and from the emergency vehicle to the station. Frequently to continuously when responding to calls. The individual must be able to go up and down slight inclines or declines that may be found at roadsides, agricultural areas, etc.  
AVERAGE DAILY TOTAL: up to 11 hours or more, depending on situation
- Yes  No **SITTING:** Occasionally, while riding in emergency vehicles, performing paperwork, and performing patient assessments  
AVERAGE DAILY TOTAL: up to 4 hours
- Yes  No **DRIVING:** Occasionally to frequently, if qualified per the Office of EMS rules. N/A if unqualified or not required.  
AVERAGE DAILY TOTAL: 6-8 hours (if assigned to driving duties for the shift)
- Yes  No **BALANCE:** Frequently, walking and climbing are required for the safe transport of patients.

- Yes  No **CLIMB STAIRS:** Frequently, walking and climbing are required for the safe transport of patients. This is required when climbing steps up and down with a patient on a stretcher or other device, and when entering or exiting the emergency vehicle. Generally, the climbing would require lifting and carrying heavy objects such as a stretcher or other device with a patient on it. In addition, balancing may be required when backing down staircases.
- Yes  No **WALK ON ROUGH GROUND:** Frequently, at incident scenes or at stations.
- Yes  No **TWIST OR TURN:** Frequently, getting into awkward positions to reach and move victims, entering and exiting vehicles, and stretcher operations.
- Yes  No **BEND/STOOP:** Occasionally, accessing sick or injured patients, giving emergency medical treatment, maneuvering stretcher or other equipment (may alternate with Crouch/Squat). Patients are often found injured or sick in locations where removal is only possible through an individual's stooping, kneeling, crouching, or crawling. Frequently throughout a work shift the individual will be required to bend in a range of 1 to 90 degrees. The average situation will require the individual to work in a range of 35 to 65 degree bends. This would involve: lifting a patient, lifting equipment, treating a patient at ground level, sitting on a bench located in the ambulance. This activity may be prolonged and last up to 30 minutes or more. During any given call, the provider may bend and/or stoop 1 to 15 times per incident.
- Yes  No **CROUCH/SQUAT:** Occasionally, accessing sick or injured patients, giving emergency medical treatment, maneuvering stretcher or other equipment (may alternate with Bend/Stoop). Patients are often found injured or sick in locations where removal is only possible through an individual's stooping, kneeling, crouching, or crawling.
- Yes  No **CRAWL/KNEEL:** Occasionally, accessing sick or injured patients, giving emergency medical treatment, maneuvering equipment, and/or working in confined spaces. Patients are often found injured or sick in locations where removal is only possible through an individual's stooping, kneeling, crouching, or crawling. Kneeling may be performed when on the scene picking up equipment or assisting patients. The actual number of times this is done depends on the particular incident but may be up to 15 times for a duration up to 30 minutes or greater.
- Yes  No **REACHING:** Frequently to continuously throughout the work shift in order to review monitoring equipment, operate communication equipment, administer oxygen, and operate equipment. May also be required to reach in precarious positions, such as in a vehicle, which has been crushed in an accident, or in other confined spaces. If working inside the ambulance en route to a medical facility, will need to reach to access the patient and supplies. Reaching will involve partial to full extension of the arms.
- Yes  No **REACHING SHOULDER TO OVERHEAD:** Occasionally, accessing supplies in emergency unit, starting IV's, storing items in emergency unit.
- Yes  No **REACHING WAIST TO SHOULDER:** Occasionally to frequently, accessing and moving victims at accident scenes (multiple times per response), performing emergency medical procedures, performing combat duties.
- Yes  No **REACHING KNEE TO WAIST:** Occasionally to frequently, accessing and moving victims at accident scenes (multiple times per response), performing emergency medical procedures, operating stretcher or other equipment.

- Yes  No **REACHING FLOOR TO KNEE:** Occasionally, reaching down to patient at ground/floor level.
- Yes  No **REACHING EXTENSION/FLEXION:** Frequently, opening/closing emergency unit doors, moving sick or injured patients, operating stretcher or other equipment, transport lifesaving equipment, carefully handling patients in fragile conditions, patient assessment.
- Yes  No **HANDLING/GRASPING:** Continuously, handling stretchers, spine boards, hospital beds, sick or injured patients, medical equipment, ventilation kit, drug kit, medical supplies, radios, telephone, portable computer, clip board, writing utensil, transport lifesaving equipment, carefully handling patients in fragile conditions, patient assessment, hand tools. While working at any given location, continual bilateral gross manipulation is performed in this position. This may be involved when: opening/closing doors; and using, handling, carrying and/or operating medical equipment boxes that may weigh approximately fifty (50) pounds or more, stretcher rails, various handles attached to equipment, and tools. The arm and hand must be able to perform all types of positions, including supination and pronation. Hyperextension, extension and flexion of the fingers will be involved, ulnar and radial deviation, abduction and adduction of the hand and wrist will be required. A wide variety of grasping will be required, such as cylindrical grasping, palmer grasping, hook grasping, tip grasping, lateral grasping and spherical grasping.
- Yes  No **POWER GRASPING:** Frequently, handling stretchers, spine boards, hospital beds, sick or injured patients, medical equipment, medical supplies, hand tools, and combative patients.
- Yes  No **FINGER/FEEL:** Frequently, starting IV's, applying tourniquets and bandages, using syringes, assessing vital signs, writing reports, typing on a computer, using a telephone, medication administration, transport lifesaving equipment, carefully handling patients in fragile conditions, patient assessment/diagnostics.
- Yes  No **OPERATE FOOT CONTROL:** Occasionally to frequently while driving, qualified per the Office of EMS rules. N/A if unqualified or not required.
- Yes  No **SPEAKING REQUIREMENTS:** Constantly, essential to perform the duties of this position. Responds to patients, physicians, dispatchers, and co-workers through direct communication, patient assessment/diagnostics. EMS personnel must have the ability to report verbally and in writing concerning observations about the patient, patient care at the scene and en route to the receiving facility. EMS personnel must have the ability to communicate verbally via telephone and radio equipment and must have the ability to interview patient, family members and bystanders. EMS personnel must have the ability to converse in English with coworkers and hospital staff as to status of patient.
- Yes  No **HEARING REQUIREMENTS:** Constantly, essential to perform the duties of this position. Responds to patients, physicians, dispatchers, and co-workers through direct verbal communication, and perform patient assessment/diagnostics including auscultation of blood pressure, breath sounds, and heart sounds using a stethoscope. EMS personnel must have the ability to communicate verbally via telephone and radio equipment and to receive direct verbal communication. EMS personnel must have the ability to interview patient, family members and bystanders.
- Yes  No **VISION REQUIREMENTS:** Near and far acuity essential to perform the duties of this position; 20/100 in each eye uncorrected; corrected to 20/20 in better eye and 20/30 in lesser eye. Able to distinguish landmarks, drive ambulances if required, assess patients/perform diagnostics in

low light conditions. EMS personnel must have the ability to interpret written, oral and diagnostic form instructions.

Yes  No **READING:** Frequently, EMS personnel must have the ability to read and understand English manuals and road maps and have the ability to accurately discern street signs and address numbers.

Yes  No **WRITING:** Frequently, personnel must have the ability to document, in writing, all relevant information in a prescribed format in light of legal ramifications. Individuals must have the ability to accurately document vital signs and patient information as needed.

Yes  No **PUSHING/PULLING:** Frequently, the activities that would require the most force in pushing and pulling is when removing or returning a gurney to the emergency vehicle, with and without a patient on the gurney. The weight required to push/pull will vary, depending on the weight on the gurney. Slight pushing will be required if the incumbent is performing CPR, which can require repetitive pushing and may range from a few minutes to hours. Pushing and pulling is required when operating and closing vehicle doors.

Yes  No **PUSH:** Frequently, able to exert force on or against an object in order to move it away. Objects pushed: stretcher/gurneys and hospital beds (with and without a patient), vehicle and building doors, cleaning equipment.

**Using:** \_\_\_Right \_\_\_Left (arm/hand) \_\_\_Right \_\_\_Left (leg/foot) \_\_\_ whole body

Yes  No **PULL:** Frequently, able to draw an object towards oneself, in a particular direction, or into a particular position. Objects pulled: accident victims, stretcher/gurneys and hospital beds (with and without a patient).

**Using:** \_\_\_Right \_\_\_Left (arm/hand) \_\_\_Right \_\_\_Left (leg/foot) \_\_\_ whole body

Yes  No **LIFTING/CARRYING:** Frequently, sick or injured patients of varying weights; equipment and supplies of varying weights including fire extinguishers, cardiac monitors (30lbs), ventilation kit (10lbs), drug kit (20lbs), stretcher with or without a patient (250lbs with assistance, 125 lbs individually). Frequently required to lift and carry weights ranging from a few pounds to ten (10) pounds and above. Occasionally required to lift and carry weights scaled at above 100 pounds or more. Will need to lift and carry, with one team member, adult patients, lifting them from various positions (such as a bed or a chair) onto various patient movement devices, such as an ambulance stretcher, a stair chair, long back boards, etc., and then efficiently move them into an ambulance. Other heavier objects in the high range category would be 5-foot tall, 10-inch diameter oxygen cylinders, and medical equipment boxes. The oxygen cylinders can be made of quarter-inch steel and weigh up to 113 pounds. The medical equipment boxes can weigh approximately thirty (30) pounds or more. Individuals must be able to walk backwards while carrying heavy objects as well.

NOTE: In terms of lifting sick or injured patients, heavier amounts of weight (>100lbs) are lifted frequently, while lighter victims (such as children) are lifted rarely to occasionally.

Amounts of weight lifted vary per situation; lifting generally performed from ground to waist level multiple times per shift, depending on the number of calls. Individuals lift patients generally for 75% of the shift.

The heaviest amount of weight carried is sick or injured patient; weight carried depends on victim, who is carried a distance generally of under 100 feet at any given time.

- Yes  No **EXPOSURE TO EXTREME CHANGES IN TEMPERATURE:** Occasionally, able to perform duties in all kinds of weather conditions
- Yes  No **NOISE:** Frequently, high-pitched sirens and alarms, traffic noises, voices, radio traffic. EMS personnel must have the ability to work effectively in an environment with loud noises.
- Yes  No **LIGHT:** Continuously, duties performed under natural and artificial light conditions, as well as low or limited light conditions. EMS personnel must have the ability to work effectively in an environment with flashing lights.
- Yes  No **INDOOR OR OUTDOOR WORK:** 75% outdoors with little to no climate protection.
- Yes  No **MENTAL REQUIREMENTS:** Must be alert to safety hazards; ability to competently function, multitask, process commands, and exercise professional judgment under extremely stressful and time-sensitive situations; ability to self-assess and report any diminishing physical and/or psychological capacities affecting job performance; ability to skillfully perform repetitive tasks; ability to cope with unpredictable environments and patients. EMS personnel must have the ability to interpret written, oral and diagnostic form instructions. EMS personnel must have the ability to use good judgment and remain calm in high-stress situations.

\_\_\_\_\_  
(Date Completed)

\_\_\_\_\_  
(Name of Individual)

\_\_\_\_\_  
(EMS License #  
(If Applicable)

\_\_\_\_\_  
(Physician Initials)

**PHYSICIAN'S STATEMENT**

\_\_\_\_\_  
(Name of individual)

**CAN** perform the essential tasks of the job described on a reasonably continuous, full time basis as of \_\_\_\_\_.  
(Date)

**CAN** perform the essential tasks of the job described on a reasonably continuous basis as of \_\_\_\_\_ according to the following schedule:  
(Date)

**Hours per day/workdays per week**

Week 1: \_\_\_\_\_ hours/\_\_\_\_\_ days

Week 2: \_\_\_\_\_ hours/\_\_\_\_\_ days

Week 3: \_\_\_\_\_ hours/\_\_\_\_\_ days

Week 4: \_\_\_\_\_ hours/\_\_\_\_\_ days

**CAN** perform the essential tasks of the job described on a reasonably continuous basis with the following accommodations as of \_\_\_\_\_.  
(List accommodations needed): (Date)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CANNOT**  **at this time**  **ever** perform the essential tasks of the job described on a reasonably continuous basis for the following objective medical reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PHYSICIAN'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHYSICIAN'S PRINTED NAME