

**LABORATORY TECHNICIAN - EMERGENCY MEDICAL SERVICES**

**BASIC FUNCTION**

Sets up materials/equipment for instructors and maintains Emergency Medical Services (EMS) equipment; organizes and maintains stockrooms and communicates stock and supply needs; receives, stores, and inventories lab supplies and equipment; collects, stores, and properly coordinates the disposal of materials and waste used by EMS staff, faculty, and students; and maintains accurate records of open accounts and budget information.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

**CLASS CHARACTERISTICS**

This classification is responsible for independently performing technical duties in support of an EMS instructional laboratory. Employees at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

**EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Collaborates with instructional faculty to provide instructional skills laboratories for EMS students, faculty, and staff; utilizes subject matter expertise, reference materials, course outlines, and faculty direction and/or instruction to set up and prepare class demonstrations and experiments for the EMS program.
2. Assembles and sets up materials, supplies, and equipment used in class demonstration such as mannequins, cardiac monitors, and rhythm generators based on the syllabus; demonstrates the safe and effective operation and use of tools and equipment.
3. Issues and maintains records on supplies, materials, and equipment loaned to students, instructors, and other departments; issues and maintains records on lockers; facilitates the return of supplies and equipment checked out to students.
4. Assists in demonstrations of assessment/treatment techniques, role-play presentations, and preparation of interventions such as CPAP, 12-Lead EKG, IV piggyback, and advance airway adjunct placement.
5. Operates, adjusts, and makes minor repairs to equipment such as mannequins, IV arms, intubation heads, and laryngoscope handles.
6. Provides assistance to students and instructors in the preparation of props and equipment for college visitations and outreach events.
7. Keeps storerooms and work areas orderly and clean.
8. Conducts and maintains inventory records of supplies, material, and equipment and prepares inventory reports.
9. Places orders to vendors, inspects deliveries for accuracy of type and quantity, and receives and stocks materials, supplies, and equipment for laboratory use.
10. Assists in maintaining the security of laboratories, laboratory equipment, supplies, and materials; sets and monitors biohazardous waste refrigerator temperatures as specified in college safety plan.
11. Works with instructional faculty to review and update Standard Operating Procedures (SOPs) related to laboratory safety and control measures.

12. Maintains expenditure records and provides data for budget estimates.
13. Participates in District-provided in-service training programs.
14. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

## **QUALIFICATIONS**

### **Knowledge Of:**

1. Inventory techniques and routine recordkeeping procedures.
2. Methods, techniques, and procedures used in a college EMS department laboratory/instructional program.
3. Laboratory/instructional equipment, materials, supplies, and procedures, practices, techniques, and terminology used in EMS.
4. Tools, materials, and equipment used in the repair, calibration, and maintenance of laboratory/instructional equipment and instrumentation.
5. Principles, practices, and environmental health and safety regulations impacting laboratory/instructional operations.
6. EMS protocols, policies, and procedures at the local, state, and national levels.
7. EMS simulation technology and equipment for use in the laboratory setting.

### **Ability To:**

1. Learn and apply principles, practices, and environmental health and safety regulations applicable in the disposal of hazardous materials.
2. Perform budget and revenue control methods used in the District and assist in budget preparation activities.
3. Generate and maintain accurate computerized records, databases, reports, and files.
4. Safely use hand and power tools in the maintenance of laboratory/studio equipment and systems.
5. Learn and comply with all safety practices applicable to laboratory/studio operations.
6. Set up lab equipment and materials used in EMS exercises and scenarios.
7. Safely handle, store, and dispose of hazardous materials.
8. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
9. Communicate effectively in the course of performing work tasks.
10. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
11. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
12. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

### **Education and Experience:**

Completion of the twelfth (12<sup>th</sup>) grade and two (2) years of experience as an EMS provider, ambulance vehicle support technician (VST), EMS laboratory technician, or closely related experience; or an equivalent combination of education, training, and/or experience.

### **LICENSES/CERTIFICATIONS REQUIRED:**

Possession of a valid EMT Certification or higher, which must be maintained throughout employment.

### **PHYSICAL DEMANDS**

Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate laboratory and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Requires the wearing of personal protective equipment including safety glasses or goggles, rubber or plastic gloves, respirators, or face shields.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

### **ENVIRONMENTAL CONDITIONS**

Employees work in a classroom/laboratory setting with moderate noise levels, controlled temperature conditions, and may have exposure to microbiological pathogens and sharps in the course of work with EMS skills equipment and apparatuses. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.