

Emergency Medical Services (EMS) Coordinator	CITY OF NATIONAL CITY
CLASS SPECIFICATION	Approved:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the general direction assists in planning, coordinating, monitoring, and evaluating the National City Fire Department Emergency Medical Services (EMS) Program; oversees and administers the EMS Quality Assurance/Quality Improvement (QA/QI) Program and the EMS education; ensures program compliance with pertinent Federal, State, and Local Rules and Regulations. Performs a variety of technical and administrative work in support of assigned programs, including serving as liaison to, coordinating with, and providing assistance to other divisions, departments, and outside agencies; and functions as technical expert on medical and EMS issues.

EXAMPLES OF TYPICAL DUTIES

Examples of duties performed by employees in this class may not include all required duties, nor are listed tasks necessarily performed by everyone in this class.

Develops, implements, and evaluates EMS Programs. Maintains and implements the continuous Quality Improvement program; evaluates and analyses EMS needs, trends and system effectiveness and makes recommendations for improvement. Serves as the Designated Infectious Control Officer (DICO) and coordinates with hospitals to obtain follow-up data; assists personnel with exposure management pan of care. Serves as liaison with state and local regulatory agencies, base hospital personnel, paramedic receiving center hospital personnel, other fire agencies, paramedic training institutions, the general public and other agencies/individuals regarding EMS programs. Assists in the development of policies and procedures relating to EMS delivery. Collaborates with the Medical Director, the EMS Battalion Chief, and other personnel in matters relating to Emergency Medical Services. Maintains and implements the Exposure Control Plan. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Experience and Training

Experience: Three (3) years of increasingly responsible experience in emergency medical services coordination, field paramedic operations, EMS program management.

Education: Associate's degree from an accredited college or university in Emergency Medical Services, Fire Services Public Administration or closely or related field or a minimum of 60 college semester units from an accredited college or university or a related field.

Bachelor's Degree in Nursing, Public Administration, Emergency Services, or a related field from a college or university preferred.

License/Certificate: Must provide, possess, and maintain a valid class "C" State of California Driver's License (or higher) at time of employment.

Experience working in a pre-hospital care system and/or emergency department; experience as a Mobile Intensive Care Nurse (MICN), Pre-Hospital Care Instructor/Program Manager or Base Hospital Coordinator is highly desirable

As a condition of continued employment:

Must be able to obtain status as an approved provider of ALS and BLS continuing education in San Diego County.

Certification as instructor for ACLS, BLS, PHTLS, and PEPP or PALS must be obtained within one (1) year of appointment

Successful completion of Incident Command System 100, 200, 700, & 800 is required within three (3) months of appointment.

Knowledge of:

- Emergency pre-hospital medical care system, practices, and procedures.
- Principles and practices of emergency medical services program development, evaluation, and implementation.
- Continuous quality improvement and infectious control practices and procedures
- ICS/NIMS structure and emergency operations procedures.
- Applicable federal, state and local laws, codes and regulation
- HIPPA Compliance
- Public administration, budgeting, program evaluation methods.

Ability to:

- Establishing and maintaining effective working relationships with managers, fellow employees, and the general public.
- Collaborate with various stakeholders; fully participate as a contributing member of a highly functioning team
- Research and compile technical data; analyze data and make recommendations on EMS programs and effectiveness.
- Communicate clearly and effectively both orally and in writing.
- Exercise sound judgement and maintain composure in emergency and high stress situations
- Operate a computer to utilize word processing, spreadsheet, and electronic patient care platforms.

- Manage deadlines and exercise independent judgment and consult with management when appropriate.

Working Conditions:

Work is performed both in office and field environments, with exposure to emergency conditions, biohazards and weather extremes. May be required to work extended hours, weekends or during emergencies.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Upon review and request

While performing the duties of the job, the employee is regularly required to:

Essential and marginal functions requiring maintaining physical condition necessary for strenuous work and frequent bending, turning, reaching, grasping, kneeling, standing, sitting and walking; the employee is occasionally required occasionally lift and/or move up to 20 pounds and occasionally up to 30 pounds. Specific vision abilities required by this job include close vision, distant vision, and ability to adjust focus through use of corrective lenses, as necessary