

EMERGENCY MEDICAL SERVICES OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position in fire department operations, the primary duties of which include assisting the Fire Chief in developing and monitoring programs, policies, and procedures for emergency medical services provided by the fire department. The Emergency Medical Services Officer reviews and evaluates emergency medical services in order to determine appropriateness of procedures, and to recommend changes as necessary. The incumbent in this class provides training in emergency medical services procedures and protocol, and consults with physicians and other medical professionals to ensure that training procedures follow acceptable medical standards. The Emergency Medical Services Officer performs emergency medical services and may provide functional supervision over department personnel in order to provide emergency medical services at the emergency scene, or as necessary in the training environment. The Emergency Medical Services Officer performs the duties of the class with a high degree of independence, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the fire department's emergency medical services. Participates in setting departmental policies for administering emergency medical services. Conducts inspections and makes observations for improvements to emergency medical services operations. Plans and organizes emergency medical services operations with respect to equipment, apparatus, and personnel. Makes recommendations regarding equipment needs, placement of equipment, and personnel assignments. Investigates complaints regarding emergency medical services operations and formulates a recommendation for reply to the complaint or action to be taken. Keeps informed on modern methods of emergency medical work and any local conditions which the department may be called upon to handle. Attends all meetings required by the appointing authority to give reports, offer advice, make recommendations and keep informed on local trends that may affect emergency medical services. Coordinates emergency medical services activities with related federal, state, and local agencies.

Provides for and insures that accurate emergency medical services records are maintained. Supervises the preparation and maintenance of emergency medical services records and reports by reviewing records and periodically inspecting records systems and facilities. Determines what information should be included in these records and determines in what form this information should be kept. Reviews and responds to correspondence regarding emergency medical services operations. Personally completes forms, reports, and records related to emergency medical services. Files records and reports as required. Compiles statistics such as average response times for use in records and reports.

Develops a training program to provide for regular employee training at all levels within the department in emergency medical procedures. Sets priorities for training. Consults with doctors and other professionals to see that all emergency medical services procedures are developed and maintained following acceptable medical procedures. Works with medical experts and training division personnel to develop and maintain treatment protocols, to critique field operations, and to approve training methods and medical equipment changes. Participates in training exercises to practice acquired skills and to learn new skills in the areas of emergency medical care and basic fire fighting. Observes and evaluates emergency medical services personnel at the emergency scene in order to determine the need for additional training.

Provides emergency medical care to the sick or injured at the emergency scene or while in transport to the hospital emergency department using communications and medical equipment provided. Responds to fire or emergency calls to direct the operations of emergency medical personnel and use of medical equipment. Responds to hazardous materials incidents to take charge of all medical emergencies. Uses protective breathing apparatus at an emergency scene or in training situations. Directs operations at mass casualties and follows triage procedures.

Promotes public relations by informing the public of the necessity and methods of civilian cooperation in emergency medical service work, by means of talks, demonstrations, and the distribution of literature. Conducts workshops on emergency medical services for the general public, including first aid and CPR. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Conducts tours of department facilities for school or civic groups. Works with other public service agencies on projects of mutual concern. Serves as liaison between fire service medical operations and area hospitals, answering questions or performing any related duties required. Acts as a consultant for other emergency medical services in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or emergency

medical efforts when required.

Provides functional supervision over personnel and equipment involving emergency medical services situations. Reviews emergency medical services reports written by employees in order to determine if they were completed correctly. Provides assistance to employees in technical areas of work. Evaluates and discusses performance of personnel in the delivery of emergency medical services, and provides necessary coaching or counseling.

Provides for accounting of all funds assigned to emergency medical services operations, and assists in the development and management of the operational budget. Authorizes expenditure of funds allocated to the emergency medical services operations. Provides for the purchase and storage of all needed supplies and equipment to be used in the department's emergency medical services operations. Meets with sales representatives to review products and make decisions on purchasing. Writes requests for grants or other special funds to supplement departmental emergency medical services operations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid Louisiana Driver's license.

Must have at least five (5) years of experience as a full-time Firefighter with a paid fire department.

Must possess State of Louisiana certification as an Emergency Medical Technician-Paramedic.

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