

DIRECTOR OF EMERGENCY MEDICAL SERVICES

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises an Emergency Medical Services (EMS) position in the Fire Department, the major duty of which includes assisting the Fire Chief in monitoring EMS programs, policies, and procedures. The Director of Emergency Medical Services observes, documents, and reviews all aspects of EMS operations, including individual and system clinical performance; division records; and radio transmissions, to assure conformance with accepted medical and EMS protocol. The employee of this class exercises no direct supervision over the line classes; however, the employee of this class directs the emergency medical services operations at the emergency scene under the Incident Command System. The Director of Emergency Medical Services observes and makes recommendations for maintaining competency of all personnel performing EMS functions, and provides counseling and instruction in order to assure compliance with established standards. The Director of Emergency Medical Services works 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.

Keeps informed on modern methods of emergency medical work, and any local situations upon which Emergency Medical Services may be called to respond. Participates in the development of quality assurance policy and programs for fire department emergency medical services, and makes recommendations to the Fire Chief.

Participates in the development of policy and procedures manuals for EMS and EMS training. Investigates complaints against personnel performing emergency medical services and formulates a recommendation for reply to the complaint or action to be taken. Gathers information as directed by the Fire Chief which is requested by courts, attorneys, or other authorized persons regarding EMS incidents or suits.

Personally completes, and supervises the preparation and maintenance of emergency medical services forms, records, and reports, such as personnel records, patient care records, activity reports, and inventory records. Writes narrative reports on any areas related to the operation of EMS or to the training of personnel in EMS procedures, including operational reports, statistics, trends, requests, proposed legislation, and changes in local ordinances. Assures proper EMS documentation by personnel in

accordance with accepted medical and EMS protocol. Reviews official correspondence and responds by letter, phone, or personal contact.

Promotes a positive public image of the fire department and of the Emergency Medical Services procedures by the fire department. Communicates with other medical professionals and the public, dealing with complaints, answering questions, and discussing division operations or training. Serves as liaison between fire service medical operations and area hospitals. Coordinates the EMS work of the department with other government and public safety agencies on projects of mutual concern. Attends official meetings, delivers speeches, and meets with civic and governmental groups regarding the Emergency Medical Service of the department. Acts as department representative to the news media in matters related to the Emergency Medical Services. Utilizes polls, surveys, and other information gathering devices; collects and analyzes data to develop policy recommendations for the Emergency Medical Services.

Supervises the general care, maintenance, and use of EMS communications equipment, apparatus and equipment, and other related property. Conducts inspections of equipment and supplies to assure compliance with accepted medical practices and standards. Recommends specifications for the purchase of new emergency medical equipment. Recommends the purchase of supplies and equipment in the manner provided by lawful authority, keeping such purchases within the established budget.

Provides for accounting of all monies and assets charged to the Emergency Medical Service. Gathers information regarding EMS needs and expenditures to be used in compiling budgets.

Observes and evaluates emergency medical procedures at the emergency scene in order to correct errors or to incorporate needed changes into the training program. Discusses performance with personnel providing emergency medical services, and their superiors. Works with medical experts and training division personnel to critique field operations. Conducts formal training classes in emergency medical services operations. Evaluates effectiveness of training to determine the need for additional training or for changes in the training program by analyzing the results of training tests. Evaluates the clinical work of candidates for intermediate or paramedic-level emergency medical services. Coordinates annual health screening and inoculations for department personnel.

Provides emergency medical care to the sick or injured at the emergency scene, or while in transit to the hospital or other emergency care facility, using communications and medical equipment provided. Responds to fire or emergency calls to direct the emergency medical operations and the use of medical equipment. Participates in the Incident Command System. Directs operations pertaining to emergency medical services at mass casualty incidents. Follows triage procedures.

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.

Must not be less than twenty one (21) years of age.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must possess a valid driver's license.

Provide documentation verifying at least three (3) years full-time work experience as an Emergency Medical Technician-Paramedic.

Must have possessed for a period of three (3) years immediately preceding the application deadline, and must continue to maintain, certification as an Emergency Medical Technician-Paramedic.

Must have an Associate of Emergency Medicine, Associate of Business Degree, or other related degree.

STTAM#4	07-08-97
Rev	03-16-98
	12-06-99
	05-01-07
	09-14-11