

IMPERIAL COUNTY

CLASS TITLE: EMERGENCY MEDICAL SERVICES COORDINATOR

BASIC FUNCTION:

Under the direction of the supervisor, plan, organize, coordinate and implement the County-wide emergency medical services program; monitor contracts and agreements; monitor and evaluate the performance of public and private agency emergency services personnel.

ESSENTIAL FUNCTIONS:

Formulate, develop and implement the County's Emergency Medical Services Plan; prepare the County's disaster medical plan in coordination with the EMS/Bio-Terrorism Manager.

Coordinate Emergency Medical Service System activities; develop and recommend program objectives, policies and procedures for public and private agency emergency service providers; recommend policies to assure medical control and accountability of emergency medical response and transport personnel.

Develop and monitor contracts and agreements with health care providers participating in the Emergency Medical Services System.

Accompany emergency services personnel responding to calls for assistance; evaluate personnel and procedures; assess hospitals and special care centers; note deficiencies and recommend corrective action or training as appropriate; develop and maintain a coordinated communication system.

Plan and provide training to emergency services personnel and establish standards for training, certifying and authorizing emergency pre-hospital care personnel.

Coordinate and implement public information programs related to emergency medical services; make presentations to service clubs and organizations in the community.

Maintain current knowledge of legislation, issues and developments in the field of emergency medical care; analyze pending legislation to determine program impact.

Assure the preparation of comprehensive records, files and reports related to emergency medical services personnel, training activities and contractual agreements.

Assist the EMS/Bio-Terrorism Manager in developing and implementing the EMS functions of the County's Disaster Medical & Health Response Plan.

Develop guidelines, standards and protocols for the triage, pre-hospital treatment and transfer of emergency patients.

Provides assistance and resources to EMS and health care system participants during disasters and multi-casualty incidents; acts as a liaison with providers and agencies as assigned.

Attends and conducts a variety of meetings as assigned; prepares and delivers oral presentations concerning EMS programs.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Roles and responsibilities of Local Emergency Medical Services Agencies.
Applicable laws, codes, regulations, policies and procedures.
Emergency medical services terminology, equipment, practices and procedures.
County emergency medical services Protocols, functioning of private and public ambulance providers and hospital emergency room department operations.
Local medical care structure, other resources available in the community and established protocols and guidelines pertaining to emergency medical operations.
Principles and practices associated with evaluating quality control and improvement processes related to paramedic competencies and protocol compliance.
Interpersonal skills using tact, patience and courtesy.
Methodology of data collection, evaluation, and interpretation
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Variety of computer programs and applications necessary to perform the job.
Public speaking techniques.

ABILITY TO:

Coordinate Emergency Medical Services Program for the County.
Evaluate medical services performed in emergency situations.
Coordinate and establish standards for training, certifying and authorizing emergency pre-hospital care personnel.
Evaluate the performance of emergency services personnel in the field.
Plan, schedule and evaluate training.
Effectively inform and provide instruction and feedback.
Read, interpret, apply and explain rules regulations, policies and procedures.
Communicate effectively both orally and in writing.
Maintain records and prepare reports.
Establish and maintain cooperative and effective working relationships with other employees, members of other agencies and the medical community.
Analyze situations accurately and adopt an effective course of action.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in emergency medical services, nursing or related field and three years of experience in medical services as an emergency medical service provider.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license
Valid paramedic license issued by the California Emergency Medical Services Authority or valid EMT Certification issued by an authorized Certifying Entity in California.

WORKING CONDITIONS:

Office and field environment.

PHYSICAL DEMANDS: Hearing and speaking to exchange information; driving a vehicle to conduct work; dexterity of hands and fingers to operate a computer keyboard; seeing to read a variety of materials; sitting or standing for extended periods of time.