

COUNTY OF SOLANO
EMERGENCY MEDICAL SERVICES COORDINATOR

DEFINITION

Plans, organizes and evaluates basic and advanced pre-hospital life support components of the Solano County Emergency Medical Services (EMS) System; researches and makes recommendations regarding pre-hospital care services based on laws and regulations; writes and reviews new policy related to paramedics, EMT's and other pre-hospital personnel.

CLASS CHARACTERISTICS

Employees in this class are responsible for planning and evaluating the pre-hospital care system in Solano County to include ensuring that ambulance services provided within the county meet or exceed the minimum standards established in the California health and Safety Code, the California Code of Regulations, and local EMS policies and procedures. Employees in this class are also responsible for developing, coordinating and administering training programs for emergency medical services personnel, including paramedics, emergency medical technicians, nurses, and physicians.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a supervisor or manager in the Emergency Services Bureau in the Public Health Division, Department of Health and Social Services.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Evaluates, coordinates, investigates and makes recommendations regarding pre-hospital care and services based on laws and regulations; writes and reviews new policies and procedures regarding paramedics, EMTs and other pre-hospital personnel; investigates care problems in the pre-hospital setting; researches and makes recommendations regarding pre-hospital care services based on current California law.

Assists with the development and implementation of new EMS programs including but not limited to: Trauma Center designation and oversight, and ST Elevation Myocardial Infarction (STEMI) Receiving Center designation and oversight.

Plans, organizes and evaluates the certification, accreditation and recertification process for Paramedics, Nurses working on emergency settings, Emergency Medical Technicians and other pre-hospital and emergency medical care providers. Evaluates new paramedics and Nurses working in emergency settings based on established criteria; evaluates new continuing education programs for compliance with state and local regulations.

Develops curriculum and training schedules; selects trainees; recruits instructors; researches, reviews, and evaluates related instructional and reference materials; monitors classes to assure adequate coverage of topics; coordinates written and skills testing; develops and administers

examinations.

Investigates applications to determine eligibility for certification; accepts applications; prepares records for the issuance of certificates including photo identification.

Participates in and assists with monthly field care audits conducted by each base hospital; maintains continuing education records for paramedics; monitors individuals under probation and provides counseling.

Investigates and produces written reports regarding consumer and provider complaints, respond to inquiries relating to the delivery of EMS, and recommends corrective action when necessary.

Monitors and evaluates emergency receiving hospitals and personnel for compliance with standards, laws, regulations and policies.

Assists emergency receiving hospitals to insure consistent on-line and retrospective medical control; reviews first responder agencies policies and protocols with respect to patient management; drafts policies and protocols that pertain to medical control of pre-hospital care personnel.

Assists the EMS Administrator and Medical Director in program planning, budget preparation and other duties as assigned.

Develops and maintains effective working relationships with all EMS and public safety providers, community groups, and other health service agencies related to or affected by program operations; may serve as program representative to various advisory groups on EMS issues.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Emergency medical methods and procedures.

Emergency medical operations and organizations, basic and advanced life support equipment and supplies.

Training methods and procedures.

Program planning, evaluation and supervision.

State laws and regulations, regional and county policies pertaining to emergency medical service and pre-hospital care.

Office procedures and training methods and techniques.

Skill to:

Operate office equipment including a personal computer, copy and fax machines, printers and evaluation equipment.

Drive a motor vehicle.

Ability to:

Identify emergency medical service training needs.

Develop training programs; teach others the principles and practices of emergency medical care and related skills.

Collect and analyze data to establish and identify needs.

Evaluate program effectiveness.

Develop and implement operational procedures.

Maintain accurate records and document actions taken.

Understand, interpret and explain laws, regulations and policies governing pre-hospital care and emergency medical services.

Communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments; demonstrate tact and diplomacy.

Establish and maintain cooperative working relationships.

Understand program objectives in relation to departmental goals and procedures.

Develop goals and objectives.

Research regulations, procedures and/or technical medical reference materials.

Maintain confidentiality of information.

EXPERIENCE AND EDUCATION/TRAINING

Two years of experience as a Registered Nurse or Paramedic in an emergency services setting.

SPECIAL REQUIREMENTS

Possession of either (1) a valid Registered Nurse license issued by the California State Board of Registered Nursing, or (2) a California Paramedic license.

Ability to obtain a valid California Class C driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Incumbents may be required to work outside normal business hours.

Positions allocated to this class may require skill in teaching emergency medical personnel.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.

Established Date: June 1990

Revised Date: November 2002, August 8, 2012

BOS Date: June 30, 2003, August 28, 2012