



JOB DESCRIPTION

Emergency Medical Services (EMS) Coordinator

Date Prepared: November, 2018

SUMMARY Under general direction, performs duties related to Emergency Medical Services including: training, monitoring, evaluation, procurement, inventory control, quality control, quality improvement, legal/regulatory compliance, public education, and training records; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following*

- Analyze, plan, design, implement, and administer Emergency Medical Services (EMS) programs as well as other related department wide and community oriented programs.
- Perform quality assurance reviews of EMS documentation and care delivered.
- Evaluate EMS data and identify methods of providing effective emergency medical care.
- Design quality assurance programs to measure outcomes and effectiveness.
- Develop and manage system for compliance with controlled substances regulations.
- Conduct research and analysis of current and future EMS issues and trends.
- Plan, organize, and deliver training programs for Paramedic and EMT providers.
- Conduct and evaluate EMS training activities and classroom instruction sessions such as CPR, Basic Life Support, etc.
- Conduct threshold incident reviews for EMS related activities.
- Ensure EMS system regulatory compliance.
- Serve as a liaison between the Fire Department and hospitals, ambulance supervisors, and other agencies regarding EMS activities.
- Represent the Fire Department on local, state, and federal boards/committees.
- May serve as the Medical Unit Leader or Rehabilitation Unit Leader on structure fires, training, or other physically arduous activities.
- Create and administer an EMS public education program.
- Coordinate the maintenance of EMS records relating to certification, training, patient care reports, etc.
- Develops, reviews, and updates EMS policies and procedures, as necessary.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Equivalent to an Associate's degree from an accredited institution in Paramedicine, Education, Fire Science, Emergency Medical Services or a related field. Bachelor's degree is desirable. Completion of an accredited Registered Nurse program and five (5) years of experience in the delivery of emergency medical care or significant pre-hospital care as a Paramedic; or an equivalent combination of education and experience. Experience as a Mobile Intensive Care Nurse (MICN), Pre-hospital Care Coordinator, and/or Paramedic is highly desirable.

Knowledge of:

- Regulatory requirements associated with the purchase, storage, supply, and administration of controlled substances.
- Pre-hospital care system and emergency health practices and procedures
- State and local laws and regulations governing emergency medical services and the safety of emergency medical providers
- State and Federal ALS and BLS licensing/credentialing/recertification processes and requirements.
- Established professional standards and best practices.
- Basic and advanced life support (including advanced cardiac life support, pediatric life support, etc.), procedures, equipment, and pharmaceutical supplies.
- Inland Counties Emergency Medical Agency (ICEMA) pre-hospital protocols.
- Principles and methods of adult education and training program development and administration.
- Principles and practices of training needs and analysis.
- Basic principles of budgeting.
- Records management.

Skill in:

- Participating in the development and administration of division goals, objectives, and procedures.
- Preparing and administering large program budgets.
- Preparing clear and concise administrative and financial reports.
- Meeting and dealing tactfully and effectively with the public in all types of situations.
- Collecting, analyzing, and evaluating data and be able to prepare and deliver clear and concise.
- Reacting quickly and calmly in all types of emergency situations.
- Speaking effectively before public gatherings.
- Researching, analyzing, and evaluating new service delivery methods and techniques.
- Operating office equipment and computers.
- Interpreting and applying federal, state and local policies, laws and regulations.
- Demonstrating an awareness and appreciation of the cultural diversity of the community.
- Communicating clearly and concisely, both orally and in writing.
- Working cooperatively with other departments, City officials, and outside agencies.
- Preparing and presenting public information and educational programs.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a minimum of a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- Possession and maintenance of Certifications as a provider in the following are required:
 - Cardiopulmonary Resuscitation (CPR).
 - Advanced Cardiac Life Support (ACLS).
 - Pediatric Advanced Life Support (PALS).
- Possession and maintenance of Certifications as a provider in the following are required within one (1) year of hire:
 - Pediatric Advanced Life Support (PALS) Instructor
 - Pre-Hospital Trauma Life Support (PHTLS) Instructor
 - Advanced Cardiac Life Support (ACLS) Instructor

- Possession and maintenance of Emergency Medical Services Authority (EMSA) required training to function as a Continuing Education (CE) training provider.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily in an office environment, but the incumbent must have the mobility to respond to major fire alarms, fire inspections and emergency situations. Work is performed primarily indoors in close proximity to subordinates; must have the stamina to work long hours; and to attend night meetings after working a full day. There is moderate exposure to dust, temperature, noise, and inclement weather, with occasional exposure to hazardous work conditions; some exposure to irritating chemicals. Must be able to lift 50lbs. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent will be required to respond to emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which will include weekends, holidays, evenings and/or varying hours.

Department Head

Date

Personnel Officer

Date