



## JOB DESCRIPTION

### EMS Specialist

Date Prepared: June, 2022

**SUMMARY:** Under the direction of the EMS Manager, plan, organize and implement all components of the Continuous Quality Improvement (CQI) processes for the city's EMS/Medical program. To monitor and evaluate the delivery of EMS and provide recommendations for EMS training and throughput. To analyze EMS needs, trends, and system effectiveness and make recommendations to improve patient care delivery. Assist with department EMS certification and training, and perform other 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 responsibilities performed by incumbents of this class; employees may be assigned tasks that 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:*

- Review patient care reports.
- Review and evaluate all patient care interventions and pharmaceutical treatments.
- Review the EMS provider's skills.
- Review and evaluate patient outcomes.
- Monitor local EMS/Medical protocols and city EMS/Medical policy and procedure compliance.
- Provide performance and patient outcome feedback to the department.
- Monitor, evaluate, and oversee the Fire Department's electronic patient records and other data collection systems.
- Monitor compliance with national, state, and local continuous quality improvement regulations and data reporting requirements.
- Attend and represent the Fire Department at local and state meetings.
- Evaluate local protocols and regulations and maintain department compliance.
- May respond to emergencies to evaluate and support EMS/Medical effectiveness.
- May respond to Mass Casualty Incidents to provide EMS support.
- May serve as the Medical Unit Leader or Rehabilitation Unit Leader on large fires, training, or as needed within the ICEMA region.
- May perform the duties of Designated Infection Control Officer for the department and city.
- Assist with EMS training.
- Assist with the implementation of EMS operational initiatives.
- Assist with ongoing department EMS programs.
- Assist with Fire Department public events, as needed.
- Perform other related EMS duties, as directed.

### MINIMUM QUALIFICATIONS:

#### Education, Training, and Experience Guidelines:

High school diploma OR GED supplemented by college-level course work AND two years of increasingly responsible working in the medical field or emergency medical services. Must be experienced in Microsoft Office software programs.

## **LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a valid California class “C” driver’s license upon hire and maintain it throughout the length of employment with the City of Victorville.
- Possession of a State of California Paramedic license and be eligible to be accredited within ICEMA.
- Possession of American Heart Association BLS and ACLS certificates.
- Minimum of two years of Paramedic experience is highly desirable.

## **Knowledge of:**

- Electronic patient care records.
- Knowledge of the State of California statutes and regulations related to EMS.
- Human pathophysiology, human anatomy, medical terminology, and medical documentation.
- National scope and local scope of practice for EMS.
- Knowledge of adult learning concepts and group teaching principles.
- Infection control duties.
- Implementing and monitoring Continuous Quality Improvement is highly desirable.
- Knowledge of Inland Counties Emergency Medical Agency (ICEMA) protocols is highly desirable.

## **Skill in:**

- Providing Advance Level Service (ALS) patient care in the pre-hospital or hospital setting.
- Providing efficient customer service and communicating clearly and objectively in writing.
- Ability to schedule, organize, conduct, and evaluate pre-hospital medical staff.
- Ability to evaluate Paramedic and EMT medical care through direct observation.
- Thoroughly carrying out oral and written instructions.
- Conducting research and collaborating with local hospitals, medical schools, and training centers.
- Utilize a computer and appropriate software to prepare reports, spreadsheets, and presentations and access databases.
- Analyze program needs and develop, recommend, and implement policies and procedures.
- Interpreting and applying departmental policies, procedures, and rules.
- Effectively prepare and present oral and written reports and research projects.
- Prioritizing workload and maintaining patient confidentiality.
- Effectively dealing with members of the community and the press.
- Working independently in the absence of supervision.
- Analyzing situations carefully and utilizing practical courses of action.
- Compiling and maintaining complex and extensive records and preparing reports.
- Establishing and maintaining effective working relationships with those contacted during work, including City and other government officials, community groups, and the public.
- Applying safe work practices.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment and in proximity to other workers. The incumbent shall be exposed to those conditions typically encountered in a business office environment. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes and utilizing a hand dolly to lift and transport materials and supplies weighing up to 50 pounds. Incumbents must be able to see and hear in the normal range, with or without correction, communicate verbally and in written form with great facility, and be understood. Incumbents must have the stamina to work long hours and attend night meetings after regular working hours. Must be willing to work an irregular schedule, including weekends, holidays, evenings, and varying hours. Must be willing to assist with emergencies.

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Department Head

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Date

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Human Resources Officer

\_\_\_\_\_  
Date