

## **Aptos/La Selva Fire Protection District**

### **EMS CHIEF**

#### **Job Description**

##### **THE POSITION:**

A forty (40) hour per week exempt executive position under the direction and supervision of the Fire Chief. Under direction, develops, coordinates, and implements the Santa Cruz County Emergency Medical Services Integration Authority's (EMSIA's) Emergency Medical Services (EMS) Quality Assurance and Training Programs for Emergency Medical Technician (EMT) and paramedic personnel; performs emergency incident response duties on an "on-call" basis; plans, develops, organizes and implements the EMSIA's Continuous Quality Improvement Program; coordinates and conducts continuing education development and training for EMT and paramedic personnel; monitors and evaluates the field activities of EMT and paramedic personnel; and, performs related duties as assigned.

##### **TYPICAL DUTIES:**

- Performs emergency incident response duties as assigned.
- Reviews documentation of paramedic activities, patient care, and completed protocols to ensure appropriate paramedical care, determine need for training, and ensure proper documentation and compliance with record keeping and reporting requirements; presents regular quality assurance activity reports to the EMSIA Quality Assurance Users' Group.
- Acting as the EMSIA's Clinical Coordinator, develops, coordinates, and approves curriculum for EMS personnel training and continuing education; identifies training needs through a variety of evaluation methods and develops an annual EMS training plan; assures that Basic and Advanced Life Support training activities are completed in a manner consistent with State and County regulations related to the provision of pre-hospital emergency medical services; develops lesson plans, selects training materials, and schedules and conducts training activities; coordinates paramedic and EMT education and training with agency Training Officers.
- Instructs firefighters and other students on EMS issues; exercises quality control over the EMSIA's EMS program.
- Assists with the development and implementation of consistent standards and practices in emergency medical operations; oversees and conducts audits of the Pre-Hospital Care Reporting System.
- Evaluates staff effectiveness in the assessment and treatment of patients; performs skill evaluations; participates in the development of performance improvement plans and remediation activities; coordinates or provides training for personnel in need of remedial training in specific skills or knowledge areas; reviews cases and reports, monitors and

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evaluates field activities, and provides performance evaluation and feedback; recommends corrective action regarding clinical issues.

- Assists in managing the Infection Control Program and acts as the EMSIA Designated Infection Control Officer (DICO).
- Maintains or coordinates the maintenance of EMS records relating to certification, training, continuing quality improvement, continuing education, patient care reports, vaccinations, infections disease exposures, and other records mandated by local, state and/or federal requirements.
- Participates in establishing standards of patient care and EMS policies and procedures for EMSIA participating agencies; develops, reviews, updates and implements EMS policies and procedures in response to operational needs and/or new regulations.
- Periodically rides along with EMS personnel to evaluate field performance, mentor trainees, and observe working conditions.
- Ensures that all new paramedics are oriented to and accredited according to Santa Cruz County EMS policy.
- Ensures EMSIA compliance with County EMS polices and State EMS regulations.
- Prepares reports on EMSIA member agency performance for statistical response requirements.
- Coordinates investigations of EMS-related complaints and unusual occurrences; responds to quality assurance inquiries in a timely manner.
- Assists in the development of, and ensures compliance with, the EMSIA continuous quality improvement plan; prepares reports which document quality assurance activities, problem identification and proposed solutions.
- Represents the EMSIA member agencies at meetings and on various County committees, including the Pre-Hospital Advisory Committee, the Emergency Medical Care Commission, the Emergency Medical Dispatch Quality Assurance Committee, and various peer review processes; acts as the EMSIA's liaison with the medical community.
- Maintains current and extensive knowledge of developments in equipment and procedures within the EMS field.

### **ESSENTIAL FUNCTIONS:**

- Ability to work emergency incident response.
- Prolonged standing, walking and stooping on pavement, asphalt and uneven terrain.
- May be required to walk and run while carrying equipment for short periods of time.
- Occasionally must bend, stoop, kneel or crouch to operate equipment or carry equipment.
- Occasionally must be able to climb ladders, stairs, ramps, scaffolds, poles and the like using feet or legs and/or hands and arms.
- On an occasional basis, must be able to twist the torso, reach overhead and perform neck and cervical movement.
- Occasionally must have the strength to lift up to 50 lbs. using appropriate lifting and squatting techniques.

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- Must be able to extend arms and hands in any direction and be able to seize, hold, grasp, turn and otherwise work with hands; must have the fine finger manipulation equivalent to writing.
- Must be able to talk and hear with adequate acuity when taking orders and following directions from a supervisor.
- Must have the visual capacity, depth perception and color vision to drive and follow hazard notification signs.
- Must be able to work in a variety of environmental situations including: indoors, outdoors, fumes, dust, gases, humidity, odors, ventilation, noise or vibration, extreme heat/cold, and in situations where traffic, chemical spills, fires and biohazards exist.
- Ability to work within the chain of command system, accept constructive criticism, react quickly and calmly in emergency situations.
- Ability to effectively communicate and maintain positive working relationships with peers, superiors, subordinates, and other public safety personnel and members of the public in a professional and appropriate manner.

### **Knowledge and Abilities:**

#### Thorough knowledge of:

- principles, terminology, procedures, medications and equipment used in emergency medical response, including advanced life support services.
- principles and practices of emergency medicine, including clinical assessment techniques and the principles of prioritization and stabilization.

#### Working knowledge of:

- the principles and practices related to the development and management of an E.M.S. quality assurance program.
- principles and practices of program development, evaluation and management.
- a Fire Department's role and responsibilities related to pre-hospital basic life support, advanced life support and definitive emergency medical care.
- fire based emergency medical programs, training methodology and technique
- applicable laws, codes and regulations.

#### Some knowledge of:

- the design of performance measurement instruments and mechanisms.
- curriculum development, adult education classroom instruction techniques, and adult learning theory.

#### Ability to:

- coordinate and effectively manage all aspects of an E.M.S. quality assurance program.
- monitor, evaluate and provide feedback regarding the work of E.M.T.'s and paramedics.
- coordinate, develop and conduct training programs for staff.
- provide instruction and effectively demonstrate a variety of medical techniques common to emergency medical situations.
- plan, develop, coordinate and conduct E.M.S. training based upon the continuous quality improvement plan.

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- research and analyze operational and technical issues and develop appropriate recommendations for action.
- interpret, explain and apply applicable laws, codes, regulations, standards, policies and procedures.
- develop and maintain accurate record keeping systems.
- use a computer and a variety of word processing and database programs.
- communicate clearly and concisely, both orally and in writing.
- make effective oral presentations.
- work within a chain-of-command system, give and accept constructive criticism.
- react quickly and calmly in emergency situations.
- establish and maintain effective working relationships with those contacted in the course of work, including public safety personnel, agency staff, hospital staff, County E.M.S. staff, and members of the public.
- observe safety principles and work in a safe manner.

### **Minimum Qualifications:**

#### Education and/or Experience:

Any combination of education and experience that provides the required knowledge, skills and abilities may be qualifying. A typical way of obtaining the required qualifications is an AA degree in Health Science, Nursing, or a closely related field and three years of recent experience as a Registered Nurse (RN), Mobile Intensive Care Nurse (MICN), Helicopter Flight Nurse, or Physicians Assistant (PA), which included some responsibility for management of an EMS quality assurance program.

#### Licenses/Certificates:

- Basic Life Support Instructor, Advanced Cardiac Life Support Instructor, Pediatric Advanced Life Support Instructor or equivalent certifications must be obtained within one year of appointment.
- Possession and continued maintenance of California State registration as an RN, MICN, Helicopter Flight Nurse, or PA
- Possession and continued maintenance of a valid California driver's license and a safe driving record.
- Successful completion of the following NIMS (National Incident Management System) certification courses: IS 100.b, IS 200.b, ICS 300, IS 700, IS 800.b.

### **Desirable Qualifications:**

A Bachelor's Degree in Health Science, Nursing or Public Administration; completion of the State Fire Marshal's Certified Medical Group Supervisor Class or equivalent training; Basic Trauma Life Support Instructor certification; possession of an EMT-Paramedic license; experience providing pre-hospital advanced life support services; and, experience in classroom instruction and/or clinical education.

Successful completion of the following NIMS (National Incident Management System) certification course: ICS 400