

EMERGENCY MEDICAL SERVICE (EMS) COORDINATOR

DEFINITION

To plan, organize and administer the Emergency Medical Training Programs for all Fire Department personnel.

DISTINGUISHING CHARACTERISTICS

This is a non-public safety position supervised by a Fire Department Chief Officer.

EXAMPLES OF DUTIES

1. Instruct and train and coordinate instruction and training on EMS procedures as it relates to public education, CPR, EMT-1, defibrillation, intubation, paramedic, Quality Assurance/Quality Improvement and other EMS functions.
2. Develop proposals and prepare presentations for enhancing EMS related delivery.
3. Attend meetings, training seminars and public hearings to ensure the interests of the Hayward Fire Department and the Fire Service are met and to serve as a source of information concerning EMS issues to Hayward policymakers.
4. Coordinate all department activities and personnel as it relates to critical incident stress debriefing, grief support counseling, infectious disease and other EMS/OSHA policies/regulations.
5. Coordinate, research, development and purchase of EMS related supplies and programs.
6. Coordinate the maintenance of EMS records relating to certification, training, patient care reports, management information data, quality improvement, vaccinations, infectious disease exposures, and record data points mandated by local, state and/or federal requirements.
7. Resolve a variety of routine personnel and administrative matters.
8. Develops, reviews and updates as necessary departmental EMS policies and procedures.
9. Prepare and review reports of EMS Division activities for department management and others.

## QUALIFICATIONS

### Knowledge, Skills and Abilities:

- A. Knowledge of a Fire Department's role and responsibilities as they relate to pre-hospital basic life support, advanced life support and definitive emergency medical care.
- B. Knowledge of fire based emergency medical programs, training methodology and techniques.
- C. Ability to plan, organize and conduct an emergency medical service training based on the Fire Department's quality improvement plans.
- D. Ability to develop and maintain a cooperative working relationship with a variety of local and state government and private sector agencies.
- E. Ability to demonstrate and provide instruction in a variety of medical techniques common to emergency medical situations.
- F. Knowledge of Title 22, Division 9 and Section 2.5 of the California Code of Regulations and other applicable regulations.
- G. Skills in oral communication to effectively interact with the public, city employees and other EMS providers.
- H. Skills in writing and computers to be able to prepare reports and maintain accurate records.

## EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

### Experience:

Five years recent experience as a paramedic or a Mobile Intensive Care Nurse (MICN), Flight Nurse.

### Education:

Possession of an Associate Degree in Health Science, Nursing, Business Administration, Public Administration or a closely related field. Possession of a Bachelor's Degree in one of these fields is desirable.

CERTIFICATIONS:

Basic Life Support Instructor certification and Advanced Cardiac Life Support Instructor, Pediatric Advanced Life Support Instructor, Basic Trauma Life Support Instructor or equivalent certifications. The ability to acquire these certifications within six months of employment is necessary.

LICENSE:

Possession of a valid California Driver's License. Possession of State of California Paramedic License or Nursing License. License must be maintained as a condition of employment.

PROBATIONARY PERIOD: One Year

710CS99

July 1999

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt