

CITY OF GLENDALE

TITLE: Fire EMS Coordinator	CLASSCODE: 688
REPORTS TO: Fire Battalion Chief	GRADE: 25
DEPARTMENT: Fire	FLSA: E

JOB SPECIFICATION DATE: February 28, 2008 mac

JOB SUMMARY

Analyzes, plans, designs, implements, and administers Emergency Medical Services (EMS) Continuous Quality Improvement (CQI)/problem resolution, in area of responsibility.

ESSENTIAL FUNCTIONS

1. Performs continuous quality improvement reviews of EMS documentation and care delivered as set forth by Arizona Department of Health Services guidelines.
2. Evaluates EMS data and programs; identifies the most effective methods of emergency medical care; identifies methods to correct complex medical issues and patient care delivery situations; designs and administers continuous quality improvement programs to measure program outcomes and effectiveness; develops standard operating procedures (SOPs), educational and operational programs, and makes other medical recommendations to chain of command as needed.
3. Develops and maintains computerized record keeping systems for all continuous quality improvement reviews.
4. Analyzes, plans, and evaluates EMS programs. Conducts research and analysis of current and future EMS issues and trends to EMS medical services reflecting the most current technology and service delivery alternatives.
5. Serves as the liaison between the Fire Department and hospitals, medical direction authorities, ambulance supervisors, and other agencies regarding EMS activities, procedures, and policies.
6. Communicates with Fire personnel, citizens, and other customers in identifying and resolving EMS issues through committee and chain of command.
7. Develops computer-based training programs.
8. May conduct EMS training activities and classroom instruction sessions including Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), CPR, and Emergency Medical Technician programs as assigned.
9. Develops, recommends and implements forecasts for long and short-range goals and objectives of the EMS Division.
10. Prepares and staffs public information displays, health fairs, and other related events.
11. Observes ride-alongs with emergency vehicles, during emergency calls to evaluate EMS services under emergency scene conditions.
12. May research funding and grant opportunities

SECONDARY FUNCTIONS

13. All other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Federal, state and regional standards of care as well as Arizona Health Services Guidelines
- Theories, principles, and techniques used to facilitate adult learning
- Project planning and execution of principles and methods
- The principles of healthcare delivery systems and emergency medical services
- Methods of conducting research studies or medical investigation
- Medical/legal issues related to delivery of EMS
- Pathophysiology, assessment, and management modalities of medical conditions of disease common to adults and children
- The process of disease transmission and infection control
- The assessment and management of the various types of trauma

Skill in:

- The use of a desktop computer in the conducting of essential functions
- The use of database, spreadsheet and word processing applications
- Coordinating training and instruction on ACLS, PALS, PEPP, CPR, and other certification courses

Ability to:

- Develop computer based training programs
- Recognize potential medical/legal risk situations
- Observe and evaluate trends in EMS training and develop goals and objectives
- Communicate technical medical concepts and practices in simple non-technical language based on the audience and Provide direction or instruction to other staff members
- Represent the Fire Department at meetings with local, state, and regional medical direction authorities
- Establish and maintain effective working relationships with management, co-workers, and representatives from hospitals
- Independently ascend emergency vehicles
- Move objects weighing up to 75 pounds, including CPR mannequins, computers simulators, and other training materials and equipment for distances of up to 150 feet

WORKING CONDITIONS

Office setting with occasional emergency ride along observation shifts

MINIMUM QUALIFICATIONS

An Associate's degree in nursing or emergency medical technician from an accredited college or university. Three years practical experience in emergency medical services, which must include previous experience providing training to Paramedics and/or EMT's.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona Driver's License at the time of hire

Must possess an Arizona registered nurse certification or paramedic certification at the time of hire.

Basic Life Support (BLS) certification or Advanced Cardiac Life Support (ACLS) certification, ability to obtain certification within one year of hire.

Pediatric Advanced Life Support (PALS) or Pediatric Education for Pre-hospital Professionals certification, ability to obtain certification within one year of hire.