

GEORGETOWN-SCOTT COUNTY EMS JOB DESCRIPTIONS

Position Classification: Assistant Director – Clinical Operations

Department: Emergency Medical Services

Immediate Supervisor: Director of EMS

Supervises: Medical aspects of EMT's & Paramedics

Characteristics of position: This is an administrative position and will rank as third in command in the service's chain of command, falling just below the Assistant Director of Personnel and Public Relations. Assures all medical care provided by GSCEMS staff adheres to current protocols and complies with national EMS Standards of Care. Assists with the coordination of internal and external training programs. Administers advanced life support care to sick and injured persons in the pre-hospital setting as authorized and directed by the Physician Medical Director. These procedures may be done in a controlled environment or the individual may be called to a crime scene and care for a combative patient or called to the scene of a hazardous chemical spill. The individual may also be exposed to communicable diseases and be called on to perform high-risk procedures such as IV insertion and endotracheal intubation. The individual will also respond to traffic accidents and be exposed to moving traffic.

General Duties and Responsibilities:

Essential: Includes, but not limited to:

- Reviews all patient care reports and responds to a sampling of EMS calls to assure compliance with protocols and current Standards of Care.
- Develops, manages, and as assigned, implements special projects related to EMS quality assurance and quality improvement.
- Works with the Education Coordinator to develop internal and external training programs.
- Will assist with the orientation of new employees.
- Acts as a technical resource for EMS agencies, such as ambulance groups, trauma centers and emergency preparedness agencies.
- In times of high-call volume, responds in an ambulance as a paramedic.
- Will be responsible for other tasks as assigned by the Director.
- Assists the Director and the Assistant Director of Personnel and Public Relations and functions as Acting Director when both individuals are absent.

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Non-essential: None

Qualifications/Requirements:

Training and/or Experience: Graduation from an accredited high school or GED equivalence. A minimum of an Associate's Degree in the medical or management field and 5 years clinical field experience as a paramedic. In lieu of a college degree, candidate must possess 10 years EMS field experience with five (5) years field experience as a paramedic. Possess and maintain the following: Kentucky Paramedic License, Kentucky Operator's License, Healthcare CPR; ACLS; PALS, PEPP or EPC; PHTLS or ITLS; ASLS; NIMS 100,200,300,400,700,800 courses, TIMS and any other requirements set forth by the Kentucky Board of EMS. Must Possess instructor credentials in one of the following categories: EMS Level III instructor, CPR, ACLS, PALS, PEPP, EPC, ITLS, PHTLS, AMLS or ASLS. National Registry Paramedic certification preferred. Applicant cannot be on initial probationary status with Scott County Government.

Special Knowledge, Skills and Abilities:

Knowledge: Knowledge in the delivery of Emergency Medical Services. Knowledge of the departmental Standard Operating Guidelines manual and protocol manual. Knowledge of the operation and maintenance of ambulances and their related equipment. Knowledge in current training/educational standards and requirements.

Abilities: Ability to manage and supervise departmental personnel. Ability to function as a Paramedic. Ability to oversee and coordinate mass causality incidents and to utilize appropriate personnel and assure that normal run demands are met.

Special Licensing Requirements: As noted above.

Additional Requirements:

Education: As above.

Certification: As above.

Schedule: Monday thru Friday during regular business hours and be able to respond at all hours and on weekends and holidays. Must be available for contact twenty-four hours a day, seven days a week and will be required to be "on-call" every third week at which times must be within 30 minutes of EMS HQ.

Instructions: General.

Review of Work: General.

Processes: Frequently refines existing methods and develops new techniques, concepts or programs within established limits.

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Analytical Requirements: Decisions based on training and experience and carried out under emergent conditions. Must be able to make rational decisions under extreme conditions.

Public/Internal Contact: Public 40%; Internal 60%.

Interruptions: Constant.

Physical Demands:

Standing/Walking: *Frequently.* Must be able to stand and walk for long periods of time and for long distances. Standing and walking could be on all types of surfaces, including but not limited to: asphalt, concrete, dirt, wood, sand, etc. The individual must be able to go up and down slight inclines or declines that may be found at roadsides, agricultural areas, etc.

Sitting: *Frequently.* Must be able to sit for long periods of time without standing. Some patient transports may last up to 3 hours. The time performing the sitting activity on a call would depend upon the specific situation.

Lifting and Carrying: *Occasionally.* Must be able to lift and carry a minimum of 150lbs. Employee will need to lift and carry, with one team member, adult patients, lifting them from various positions (such as a bed or a chair) onto various patient movement devices, such as an ambulance stretcher, a stair chair, long back boards, etc., and then efficiently move them into an ambulance. Other object that would need to be carried include oxygen cylinders, stair chair, medical bags, cardiac monitor, office equipment, furniture, etc.

Bending and Stooping: *Frequently.* Throughout a work shift the individual will be required to bend in a range of 1 to 90 degrees. The average situation will require the individual to work in a range of 35 to 65 degree bends. This would involve: lifting a patient, lifting equipment, lifting boxes of medical supplies, treating a patient at ground level, sitting on a bench located in the ambulance. This activity may be prolonged and last up to 30 minutes or more. During any given call, the provider may have to bend and/or stoop multiple times.

Crouching and Kneeling: *Occasionally.* Crouching and kneeling may be performed when on the scene picking up equipment, assisting patients or accessing patients or when performing maintenance checks on vehicles. The actual number of times this is done depends on the incident.

Climbing: *Occasionally.* Must be able to climb up and down steps and or climb a ladder. Generally, the climbing would require lifting and carrying heavy objects such as medical equipment or a stretcher loaded with a patient. Balancing may be required when backing down staircases.

Reaching: *Frequently.* Must be able reach continuously throughout the work shift to operate monitoring equipment, communication equipment and other medical equipment and supplies used in providing medical care. May be required to reach in precarious positions, such as in a vehicle which has been crushed in an accident or in other confined spaces. Reaching will involve partial to full extension of the arms.

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Pushing and Pulling: *Frequently.* Must be able to push and pull stretcher loaded with a patient and/or medical equipment up hills, across uneven terrain and through grass, gravel, mud and snow.

Use of Equipment: Must remain proficient in the use of several pieces of equipment, including but not limited to: Cardiac Monitor with all components, ventilator, CPAP, computer, fax machine, copier, and two-way radio.

Vehicle Operations: Must operate an emergency response vehicle and an ambulance in emergency and non-emergency situations.