

Position: EMS Coordinator
Reports To: EMS Advisory Council

Individuals interested in applying for the EMS Coordinator position, go to <https://www.webstercountyia.gov>. Go to Human Resources. Click on Employment Opportunities. Click on "Job Postings".

Physical Demand Rating: Heavy

Work Environment: Uncontrolled – Indoor/Outdoor

Pre-Employment Testing:

Post Offer Testing: Drug and physical screening after contingent offer; proof of immunizations

Personal Protective Equipment: Eye, Face, Hand, Head, Foot, Respiratory (i.e., N95 equivalent or higher), Reflective/Protective Gear and Clothing

GENERAL STATEMENT OF DUTIES

Coordinate the Webster County EMS system to ensure high quality service delivery. Performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Serves as EMS System Coordinator and implements the Medical Director's orders for the efficient delivery of quality services. Ensures agency compliance with State and Federal regulations, program SOP's, established EMS procedures and protocols, as well as accurate medical documentation of all medical treatment provided. Performs continuous quality improvement (CQI) activities to ensure a high standard of patient care in both the emergent and non-emergent setting. Assists agencies with EMS billing as needed. Provides economical medical care, health training, and safety education to employees, citizens and visitors. May be required to respond to ambulance calls and/or fill in as a regular crew member.

SUPERVISION RECEIVED

Works under the general supervision of the EMS Advisory Council with some guidance from the Medical Director.

ESSENTIAL JOB FUNCTIONS, DUTIES AND RESPONSIBILITIES

EMS Deployment:

- Recommend deployment practices, equipment, and ambulance staffing to the EMS Advisory Council to ensure proper certification levels for effective response.
- Facilitates compliance in all aspects of EMS; maintains knowledge of current compliance requirements for federally funded healthcare programs (e.g., Medicare and Medicaid) regarding fraud, waste and abuse. Takes appropriate action on compliance concerns reported by staff.
- Practices and reflects knowledge of HIPAA, TJC, DNV, OSHA and other federal/state regulatory agencies guiding healthcare.
- Assists with annual review and updating of EMS policies, standard procedures and protocols.
- Responds to 911 calls for service, as needed, and performs patient assessment, diagnose and provide basic and advanced medical treatment including, but not limited to: ALS, CPR, EKG, CO2

monitoring, rapid sequence intubation (RSI), chest decompression, intubation, twelve lead EKG interpretation, electrical cardioversion and intravenous initiation/maintenance, medication administration and transportation of patients to care facilities.

- Communicates with other members of the healthcare team in order to ensure continuity of care and proper coordination of services.
- Assists agencies in EMS certification and inspection process with Iowa Department of Public Health.
- Assist agencies with their Ground Emergency Medical Transportation (GEMT) Program.

Training:

- Responsible for ongoing County-level EMS/ambulance education including monitoring agencies for completion of mandatory minimum education requirements and coordinating re-education efforts.
- Design, coordinate, and perform EMS specific training for both BLS and ALS scope of practice.
- Maintain training records for auditing purposes and respond to record requests.

Logistics:

- Inspect and maintain inventory par levels of EMS supplies.
- Price shop, compare and order EMS supplies and equipment, while ensuring efficient use of budgetary funds.
- Inspect and coordinates routine maintenance on equipment.
- Assist with ambulance purchasing, remounting, and coordinating various maintenance needs.
- Participates in development of annual ambulance budget.

Liaison:

- Serves as point of contact for all EMS related requests, such as governing pharmacy, supply and equipment vendors, and Health Alert Network (HAN).
- Liaison between EMS agencies and Medical Director.
- Serve as EMS representative on Webster County EMS in Healthcare Coalition Service Area 7, applicable hospital committees: trauma, stroke, STEMI, sepsis, and others.

Documentation & Billing:

- Review documentation of EMS responses to include type of call, care rendered, patient outcomes, and other protocols associated with the incident.
- Develop documentation practices, policies, and SOPs for EMS reports and billing; review and enforce compliance.
- Responsible for completion of ambulance coding and charging; monitor for compliance, keep abreast of any changes and educate providers as needed.
- Ensure efficient technology and EMS software are utilized for regular reporting and billing.
- Determine appropriate course of action for billing rebuttals.
- Perform departmental administrative duties as assigned by the EMS Advisory Council (e.g., grant requests, etc).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Maintains comprehensive perception of Webster County streets, mapping, and grid book system while demonstrating excellent driving judgment and due regard for public safety during operation and positioning of unit.
- Maintains thorough knowledge of current Paramedic standards of care along with equipment use and function.
- Knowledge of rescue and emergency medical principles, practices, and techniques.
- Knowledge of the hazards and risks of blood borne and airborne pathogens.

- Good knowledge of a personal computer and the use of a Microsoft Word and Excel. Must additionally possess the abilities and willingness to learn department specific software packages.
- Ability to handle confidential information in a sensitive manner.
- Effective oral and written communication skills.
- Accurate mathematical skills.
- Ability to analyze situations quickly and objectively to determine safe and proper courses of action; ability to problem-solve and take initiative.
- Ability to perform invasive advanced medical procedures, per level of certification, in stressful situations.
- Sound judgement, initiative and strong decision-making abilities.
- Excellent interpersonal communications skills, using tact and diplomacy.
- Ability to understand and follow oral and written instructions.
- Ability to meet business needs of department with regular, reliable attendance.
- Desire to be part of an organization that values safety, services, integrity, responsibility, innovation and teamwork.

ESSENTIAL PHYSICAL AND MENTAL ABILITIES

Requires the following with or without reasonable accommodations:

- Heavy concentration, nearly constant, involving pre-planning, a high degree of organization, communication and quick adaptability in emergency situations.
- Strong ability to maintain composure in a high stress work environment in order to respond appropriately to upset individuals.
- Constant hearing (in loud and confusing situations) and speaking.
- Frequent near and far sight acuity, color vision, peripheral vision, and depth perception; concentration, judgment, and writing ability.
- Intermittent walking, standing, sitting, balancing, climbing, bending, stooping, kneeling, crouching, crawling, twisting (torso, hands, neck, waist); reaching (above, at and below shoulder level); feeling, finger dexterity, hand and wrist motions (simple grasping, firm grasping; radial and ulnar deviation); smelling.
- Frequent pushing/pulling (up to 100 lbs.); lifting (up to 100 lbs.); carrying (up to 100 lbs.).
- Moderate exposure to weather, extreme heat/cold, wet and/or humid conditions, noise intensity level, darkness/poor lighting, moving mechanical parts/hazards, confined spaces, high, exposed places, dirt/dust, odors, and other environmental conditions.
- Occasional exposure to violent behavior, traffic, electrical and fire hazards.
- Moderate use of protective eye wear, footwear, and gloves.
- Occasional pushing/pulling (over 100 lbs.), lifting (over 100 lbs.) and carrying (over 100 lbs.).

MINIMUM QUALIFICATIONS REQUIRED

- High School diploma or equivalent (GED).
- Two (2) years supervisory experience in emergency medical services.
- Associate of Applied Science Degree or equivalent.
- Emergency Medical Technician –Paramedic, state of Iowa certification (registered with the Iowa Department of Public Health).
- Possession of a valid driver's license, issued by the State of Iowa. Must be insurable and maintain insurability.
- Advanced Cardiac Life Support (ACLS) certification.

- Basic Life Support (BLS) Health-Care Provider certification
- Pediatric Advanced Life Support (PALS) certification.
- Pre-Hospital Trauma Life Support (PHTLS) certification.
- Must be able to effectively communicate (orally in person and over the telephone and in writing using electronic devices and handwritten) in English with others.

ADDITIONAL PREFERRED QUALIFICATIONS

- Advanced Medical Life Support (AMLS) certification.
- Critical Care Paramedic (CCEMT-P) endorsement.
- Bi-lingual