

EMERGENCY MEDICAL SERVICES MANAGER

TOMPKINS COUNTY

Department Various Towns and Villages

Classification Competitive

Labor Grade _____

Approved _____

Revised 07/03; 12/03; 10/07

By _____

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for serving as an Administrator of a Town or Village Paramedic Program and requires exceptional administrative and executive abilities. The incumbent directs Emergency Medical Services activities in accordance with general policies and guidelines established by the Town or Village Board. The Emergency Medical Services Manager contributes to planning and supervising departmental functions and is expected to assist in the formulation of policy for consideration by the Town or Village Board. The incumbent is responsible for staffing, scheduling and supervising employees. He or she will also be required to serve as a supervisor and Lead Paramedic on a given shift responding to calls and providing emergency medical services to those in need.

An employee in this class shall be certified as an EMT-Paramedic and perform life saving duties. The paramedic will work with other emergency personnel and be in charge of the on-duty ambulance crew. An employee in this class is required to safely and efficiently operate an emergency vehicle delivering emergency personnel to the scene and victims to the hospital. An incumbent will be required to safely operate a variety of related emergency services equipment. Knowledge of the operation of a personal computer and associated software is useful. When not driving or working with emergency personnel on the scene, the employee will perform routine clerical duties including New York State pre-hospital care reports, daily routine maintenance on the emergency services vehicles, associated apparatus, and building and grounds. The incumbent will work under the general direction of the Fire Commissioner and is responsible for providing administrative supervision over the entire department. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES

- Oversees day to day duties, including ambulance shift checks, the maintenance of check sheets, and a schedule of ambulance disinfection;
- Is responsible for keeping records such as department call reports, NYS PCRs, and providing monthly data reports for EMS calls using fire reporting software;
- Oversees the ordering of supplies and equipment, and supervises all aspects of medication inventory and rotation;
- Takes or assigns responsibility as the agency Narcotics Officer, and assures that all relevant records are maintained;
- Works closely with the agency EMS Chief in: reviewing and assessing Department procedures and practices and recommending change, as needed; developing and implementing regular EMS training for both day and night crews; and reviewing department and village budgets;
- Works closely with the village Mayor and Fire Commissioner, authorizing expenditures as necessary with approval from the Village Board;
- Is responsible for scheduling of day crews, posting monthly shift schedules, making changes to schedules as needed, and communicating with employees about shift schedule requests;
- Selects and recommends new hires, and changes in positions of current Department personnel, directing the interview, application, and orientation process of applicants in conjunction with Village and County policies;
- Communicates regularly with Central New York EMS and the NYS DOH, passing along to the department new information, policies, and procedures;
- Schedule, create an agenda, and lead regular staff meetings;
- With the department EMS Chief, schedule, create an agenda, and lead regular EMS meetings;
- With the department EMS Chief, schedule regular internal CQI meetings and assure that minutes of these meetings are taken;

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EMERGENCY MEDICAL SERVICES MANAGER (CONTINUED)

TYPICAL WORK ACTIVITIES (CONTINUED):

With the department Chief, EMS Chief, and Village Board members (as needed), respond to complaints or inquiries from the public;

Attend and report to the Village Board at every monthly Board meeting;

Communicate regularly with the Village Fire Commissioner and EMS Chief concerning EMS agency issues, including the proposal of changes and updates to policies and procedures;

Oversee the creation and maintenance of an agency EMS employee handbook;

Oversee compliance by EMS personnel for department procedures and Central New York EMS protocols;

With the EMS Chief and Chief, provide regular public communication through local media of educational and informational material related to Fire and EMS protection;

Maintain agency Infection Control records and be the Infection Control Officer for the Trumansburg Fire Department as well as for the day personnel;

Operates a specially equipped vehicle to respond to medical emergencies and provide basic and advanced life support services stabilizing persons with life threatening problems resulting from trauma or other medical emergencies;

Work with other emergency personnel extricating accident and other emergency victims;

Provide emergency medical services such as extrication, splinting and immobilization, administration of oxygen, suctioning, insertion of airways, hemostasis, cardiopulmonary resuscitation, emergency childbirth, electrocardiogram monitoring, intravenous access, drug administration, anti-shock suit, defibrillation, etc. to accident or other emergency victims;

Monitors and records vital signs of pulse, blood pressure and respiration and other biomedical information such as pulse oximetry, blood glucometry, and electrocardiograms;

At the monitoring physician's direction, (via two-way radio communication or cell phone) performs direct medical actions requiring medical orders on persons requiring advanced emergency services;

Following standing orders in Central New York EMS protocols or, at the monitoring physician's direction when orders are required, administers oral, intra-muscular, subcutaneous, intravenous, intraosseous, nebulized, and endotracheal medications as directed;

Applies learned techniques and knowledge to effect the rescue and safety of persons trapped in vehicles, stranded, marooned or endangered by unusual circumstances;

Keeps records of emergency calls, patient treatment and problems encountered and solutions rendered in the course of duty;

Maintains equipment on specially equipped medical emergency vehicles in appropriate operating condition;

Participates in emergency medical training members of the community as directed;

Conducts initial scene assessments and coordinates medical resources on the scene of incidents;

Assists with public information and education activities as directed;

Participates in in-service and external training to keep abreast of the Paramedic field;

Is expected to maintain a physical condition conducive to the safe and effective performance of Paramedic duties;

Maintains stations and living quarters in good condition.

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EMERGENCY MEDICAL SERVICES MANAGER (CONTINUED)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of Emergency Medical Services administration and practices;
Thorough knowledge of, and skill in treating, a wide variety of emergency medical conditions, using recognized paramedic techniques and procedures;
Thorough knowledge of, and skill in administering CPR;
Thorough knowledge of, and skill in implementing, Advanced Cardiac Life Support (ACLS)
Thorough knowledge of, and skill in implementing, Pediatric Advanced Life Support (PALS);
Good powers of observation;
Good knowledge of Emergency Medical Technician practices and procedures;
Good knowledge of medical physiology, medical terminology, the assessment and management of medical and trauma emergencies;
Working knowledge of the routine maintenance and minor repair of motor vehicles;
Ability to lead and direct the work of Paramedics, Emergency Medical Technicians and other Emergency Service Personnel;
Ability to perform Paramedic duties with good judgment and compassion.
Ability to accurately manipulate an alphanumeric computer keyboard and to maintain records and to prepare reports;
Ability to climb ladders;
Ability to operate two-way radio equipment and cellular telephone equipment;
Ability to perform calmly and efficiently in crisis situations;
Ability to understand and follow oral and written instructions;
Ability to understand written laws and apply them to specific situations;
Physical strength adequate to lift and move unconscious patients;
Ability to operate assigned vehicle in emergency driving conditions;
Willingness to work nights, weekends, holidays, and assigned shifts;
Willingness to work with unpaid volunteers who will be performing the same functions as paid personnel;
Willingness to assist in training activities for both paid and volunteer personnel;
Willingness to maintain vehicles, equipment and quarters in good condition;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from High school or possession of High School Equivalency Diploma and five years of service as an active working EMT or Paramedic; two years of which must have been as an Advanced Life Support provider.

SPECIAL REQUIREMENTS:

The candidate must possess NYS Department of Health EMT-P (old AEMT level 4) certification at the time of appointment and maintain such certification throughout the duration of employment.

The candidate must possess a valid CPR certification at the time of appointment and maintain such certification throughout the duration of employment.

The candidate must possess a valid Class D New York State Drivers License at the time of appointment and maintain such license throughout the duration of employment.

The candidate must be an Advanced Life Support provider with Central New York EMS and maintain this status throughout the duration of employment. There is no certificate for ALS provider.

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02/14/2001