



EMS / Nurse Administrator

AGENCY/DEPARTMENT:
Fire/Technical Services and EMS

Approved By HR Director: *Linda Matthews*
Date Approved: *8/8/06*
Date of Last Revision: N/A

Reports to: Deputy Fire Chief
Supervises: N/A

JOB SUMMARY: Under administrative direction, administers the City's Emergency Medical Services programs; coordinates and schedules Paramedic and other medical training; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: The duties of this class are performed by a Registered Nurse and involve coordination of the Fire Department's emergency medical services programs, including quality improvement, continuous education, infection control, and other related programs.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Advises the Fire Department in planning and evaluating delivery of emergency medical services (EMS).
2. Develops, implements, administers, and evaluates EMS programs.
3. Maintains and implements the continuous quality improvement program; evaluates and analyses EMS needs, trends and system effectiveness and makes recommendations for improvement.
4. Serves as the designated Infection Control Officer and coordinates with hospitals to obtain follow-up data; assists Fire personnel with exposure management plan of care.
5. Serves as the program coordinator for the Continuing Educations (CE) provider program; maintains required education files to insure CE provider status; develops evaluations and tests for continuing education activities as required by state and local regulations.
6. Liaisons with state and local regulatory agencies, base hospital personnel, paramedic receiving center hospital personnel, other fire agencies, paramedic training institutes, the general public and other agencies/individuals regarding EMS programs.
7. Conducts periodic needs assessments of the EMS program to assist in curriculum planning and development for EMS training and continuing education for Emergency Medical Dispatch, EMT-1, and EMT-Paramedic personnel; coordinates skills maintenance program, and identifies advanced life support and basic life support training needs by performing evaluations in classroom, clinical and field settings.
8. Participates in direct observation of field responses, including review of emergency rescue reports to provide feedback to EMS personnel.
9. Assists in the development of policies and procedures as it relates to minimizing risk and optimizing patient care.
10. Collaborates with the assigned Paramedic Coordinator and Fire Department personnel on matters pertaining to medical and quality of patient care issues.
11. Manages EMS program training budget.
12. Monitors and ensures continuing education, certification and licensure requirements are current for EMT-1 and EMT Paramedic personnel.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: Equivalent to a Bachelor's Degree from an accredited college or university with coursework in Nursing, Public Administration, Healthcare Administration, Education, or closely related field.

EXPERIENCE: Five years experience in performing emergency medical service duties in the pre-hospital care environment.

KNOWLEDGE OF:

- Emergency pre-hospital medical care procedures, practices, and delivery systems.
- Principles and practices of emergency medical service program development, evaluation, and implementation.
- Continuous Quality Improvement and Infection Control principles.
- Applicable federal, state, and local laws, codes, and regulations.
- Principles and practices of training and administration.

ABILITY TO:

- Coordinate and Collaborate with the Fire Captain EMS Coordinator.
- Develop, implement, and facilitate Quality Improvement and Infection Control programs.
- Manage, coordinate and deliver continuing education programs.
- Train employees on work methods.
- Evaluate and select medical equipment and supplies.
- Develop, implement, interpret and ensure compliance with applicable policies, procedures, protocols and regulatory requirements.
- Research and compile technical data; analyze data and make recommendations on EMS programs and effectiveness.
- Monitor EMS program budgets.
- Maintain training and continuing education records; prepare currency reports.
- Represent the City effectively in public meetings and with outside agencies.
- Operate computer using relevant word processing, spreadsheet, and graphic software.
- Interact and communicate effectively both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships.

LICENSES:

- Licensed Registered Nurse in the State of California.
- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

- Valid Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS) Instructor certification from the American Heart Association.

- Valid Pediatric Life Support (PALS) Instructor certification from the American Heart Association within six months of date of appointment or other designated time frame as determined by management.

DESIRABLE:

- Previous work experience as a Mobile Intensive Care Nurse, EMT- Paramedic, Pre-Hospital Care Instructor/Program Director, or Base Hospital Coordinator.

FLSA Exemption Status: Exempt
Employee Unit: # 3, Management
Job Family: Fire Non-Sworn
Date Class Established: June 27, 2006