



CLASS SPECIFICATION

EMERGENCY MEDICAL SERVICES (EMS) COORDINATOR

Class Code:	17155
Date Est.:	02/19/2019
Last Rev.:	N/A
Last Title Chg:	N/A
FLSA:	Non-Exempt
Probation:	12 months

DEFINITION

Under general supervision of the Division Chief of EMS, the EMS Coordinator plans, organizes and assists in the continuing development of the District's Advanced Life Support (ALS) program. Duties include but not limited to emergency medical training, development and delivery, Quality Assurance / Quality Improvement (QA/QI) oversight and assisting in EMS protocol and procedure development. Represents the District under the EMS Division Chief in required meetings, and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Graduation from high school or equivalent education.

5 years experience providing Advanced Life Support care.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Completion of paramedic training and possession of current certification as a paramedic at time of application.

Must be certified by the National Registry of Emergency Medical Technicians as a Paramedic (NREMT/P) or obtain Paramedic certification in the State of Nevada within 60 days of appointment.

Current CPR, ACLS, ITLS and PALS certifications at time of appointment.

Current State of Nevada EMS Instructor certification or equivalent at time of appointment.

Must have the ability to obtain a Nevada's Driver's License with "F" endorsement, which complies with the Nevada Department of Motor Vehicles' requirement within three (3) months.

All licenses and certifications required to be kept current and maintained for continued employment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Coordinate annual and continuing education training for current District employees, and assist with initial training requirements for new recruits.

Assist with record keeping and Patient Care Reporting and data submissions to required agencies.

Respond to medical emergencies for the purpose of training current department medical providers and providing Quality Assurance and Quality Improvement.

Perform as a State of Nevada certified paramedic.

Assist with public record and protected health information requests.

Provide additional oversight of District EMS supplies and supply ordering procedures.

Perform related duties and responsibilities.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Policies and procedures of the Truckee Meadows Fire Protection District.

Current trends in medical and trauma care as it relates to the prehospital field.

Washoe County Regional Emergency Medical Service Protocols and Mass Casualty Incident (MCI) Plans.

Principles of adult learning and effective training delivery methods.

Computerized learning management systems (LMS).

Geography of the district, including major streets and landmarks.

Invasive and non-invasive therapy; drug therapy as allowed by EMT Paramedic certification.

Advanced emergency medical procedures and in patient assessment techniques.

Specialized patient monitoring devices and life support systems such as heart monitor/defibrillator, external pacing devices, and pulse oximeters.

Ability to:

Provide emergency medical treatment to sick and injured persons.

Assess patient's condition and properly render emergency medical care.

Plan, organize, and prioritize daily activities.

Read and comprehend laws, regulations, policies, and procedures.

Maintain records and prepare reports in a computerized environment

Understand basic arithmetic elements using whole numbers, decimals, percentages, and fractions.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with departmental personnel, other public safety agencies, the public, and others contacted in the course of work.

Exercise emotional control and work under stressful situations.

Work independently in the absence of direct supervision.

SPECIAL REQUIREMENTS/WORKING CONDITIONS

(Essential duties require the following physical skills and work environment.)

The work environment is generally within an office/administrative setting using computers and other office productivity machinery.

The incumbent will frequently communicate with paramedic level employees and other personnel and must be able to exchange accurate information.

Ability to move or traverse uneven terrain when conducting outdoor training.

Ability to position self appropriately when demonstrating or observing emergency medical techniques.

Corrected hearing and vision to normal range.

Positions are required to work varied shifts, possibly including evenings, weekends, and holidays.

Employees must maintain current certification as a paramedic in Nevada or National Registry to continue employment.

Applicants will be required to undergo a medical exam, and background investigation prior to being considered for employment.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.