

COUNTY OF SOLANO

PRE-HOSPITAL CARE COORDINATOR

DEFINITION

Plans, organizes and evaluates basic and advanced pre-hospital life support components of the Solano County Emergency Medical Services System; researches and makes recommendations regarding pre-hospital care services based on laws and regulations; writes and reviews new policy related to paramedics, EMT's and other pre-hospital personnel.

CLASS CHARACTERISTICS

This is a single position class characterized by the responsibility for planning and evaluating the pre-hospital care system in Solano County. This includes developing, coordinating and administering training programs for emergency medical services personnel, including paramedics, emergency medical technicians, mobile intensive care nurses, and physicians.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the EMS Agency Administrator.

Supervise the work of clerical staff.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Evaluates, coordinates, investigates and makes recommendations regarding pre-hospital care and services based on laws and regulations; writes and reviews new policy regarding paramedics, EMTs and other pre-hospital personnel; investigates care problems in the pre-hospital setting; evaluates current California Law regarding Solano County pre-hospital providers.

Plans, organizes and evaluates the certification, accreditation and recertification process for Paramedics, Mobile Intensive Care Nurse (MICN), Emergency Medical Technicians and other pre-hospital and emergency medical care providers. Evaluates new paramedics and MICN's based on established criteria; evaluates new continuing education programs for compliance with state and local regulations.

Develops curriculum and training schedules; selects trainees; recruits instructors; researches, reviews, and evaluates related instructional and reference materials; monitors classes to assure adequate coverage of topics; coordinates written and skills testing; develops and administers examinations.

Investigates applications to determine eligibility for certification; accepts applications; prepares records for the issuance of certificates including photo identification.

Participates in and assists with monthly field care audits conducted by each base hospital; maintains continuing education records for paramedics and MICN's. Investigates incidents involving pre-hospital personnel; monitors individuals under probation and provides counseling.

Monitors and evaluates emergency receiving hospitals and personnel for compliance with standards, laws, regulations and policies.

Assists emergency receiving hospitals to insure consistent on-line and retrospective medical control; reviews first responder agencies policies and protocols with respect to patient management; drafts policies and protocols that pertain to medical control of pre-hospital care personnel.

Assist the EMS Administrator and Medical Director in program planning, budget preparation and other duties as assigned.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Considerable knowledge of emergency medical methods and procedures.

Emergency medical operations and organizations, basic and advanced life support equipment and supplies.

Training methods and procedures.

Program planning, evaluation and supervision.

State laws and regulations, regional and county policies pertaining to emergency medical service and pre-hospital care.

Working knowledge of office procedures and training methods and techniques.

Skill to:

Operate office equipment including a personal computer, copy and fax machines, printers and evaluation equipment.

Drive a motor vehicle.

Ability to:

Identify emergency medical service training needs.

Develop training programs; teach others the principles and practices of emergency medical care and related skills.

Collect and analyze data to establish and identify needs.

Evaluate program effectiveness.

Develop and implement operational procedures.

Maintain accurate records and document actions taken.

Understand, interpret and explain laws, regulations and policies governing pre-hospital care and emergency medical services.

Communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments; demonstrate tact and diplomacy.

Establish and maintain cooperative working relationships.

Understand program objectives in relation to departmental goals and procedures.

Develop goals and objectives.

Research regulations, procedures and/or technical medical reference materials.

Maintain confidentiality of information.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Two years of experience as a Registered Nurse, Mobile Intensive Care Nurse (MICN) or MICN eligible in a general hospital emergency department or pre-hospital care setting.

Education/Training:

A Bachelor's degree is required from an accredited college or university in nursing.

SPECIAL REQUIREMENTS

Possession of a valid Registered Nurse license issued by the California State Board of Registered

Nursing.

Ability to obtain a valid California Class C driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Incumbents may be required to work outside normal business hours.

Positions allocated to this class may require skill in teaching emergency medical personnel.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.

Director of Human Resources

Established Date: June 1990

Revised Date: November 2002

BOS Date: June 30, 2003

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