

EMERGENCY MEDICAL SERVICES SPECIALIST

DEFINITION

Under general supervision, performs as a facilitator providing technical expertise for the day-to-day operations of the county's Emergency Medical Service System. Performs related duties as required.

EXAMPLES OF DUTIES

The following are examples of the duties performed by this position with no order of priority intended:

STAFF SUPPORT

Prepares agendas, minutes, statistical reports and studies. Facilitates day-to-day activities with area hospitals, law enforcement, emergency medical services and fire service personnel. Prepares bid specifications, grant applications and monitors the purchasing and grant processes. Staff support to Dane County EMS Commission and relevant subcommittees, (i.e., medical advisory, training advisory, district advisory and additional as assigned by the commission).

CONTRACT ADMINISTRATION

Maintains and coordinates insurance and loss prevention programs as specified by contract, i.e., general liability, automotive liability, ambulance collision, Workers Compensation and claims facilitation. Maintains statistical records and prepares annual reports. Conducts background reviews on personnel as requested by district directors.

COMMUNICATIONS

Technical support to districts on topics of procedures, regulatory compliance, and federal and state licensing requirements. Assists in EMS district director orientation and public safety communicators orientation. Provides necessary documents and information to support county disaster planning. Maintains and oversees updates to county EMS Communication Handbook.

PLANNING AND EXERCISING

Assists in maintenance of related EMS disaster plans. Supports EMS component of disaster exercising for the county, airport, municipalities and medical facilities. Supports special event planning. Performs assigned duties in the Emergency Operations Center as required.

(Over)

LOSS CONTROL

Administers Emergency Vehicle Operation Course. Administers Hepatitis B Immunization and reimbursement programs. Supports Critical Incident Stress Debriefing program. Supports districts with communicable disease exposure incidents. Facilitates hazardous materials training.

STATISTICAL REPORTING

Oversees development, implementation and evaluation of the Prober Chief Program. Compiles EMS ambulance run reporting and statistical information. Interacts with Prober chief users group and vendor. Provides statistical reports as directed.

DIVISION SUPPORT

Assists in the development of the division budget and fiscal record keeping. Attends staff meetings and reports on divisional activities. Meets with EMS Coordinator weekly to track program progress. Supports EMS Coordinator with necessary document and information in development and delivery of annual report. Tracks legislative issues and activities that effect system operations. Monitors statutes, administrative codes, and national trends. Oversees all aspects of ambulance and equipment maintenance. Schedule and track ambulance usage.

OUTREACH

Develops and conducts public outreach campaigns. Fields complaints and directs appropriately. Relates general program information. Facilitates special recognition events, EMS week activities, awards, plaques and pins. Develops EMS display and facilitate usage. Conducts all phases of newsletters development, preparation and dissemination.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a bachelor's degree in a health science, behavioral science or related field and two years professional experience in public safety education, planning or administration preferably involving prehospital care. Must have experience as a licensed Emergency Medical Technician or as a Registered Nurse or in a related field preferably involving emergency medical care.

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Knowledges and Abilities: Knowledge of EMS systems operations, including telecommunications, policies, directives, and federal, state and local legislation. Knowledge of public finance, planning and organizational structures. Ability to develop and maintain effective working relationships. Ability to teach and speak effectively before groups. Ability to write clearly and concisely. Knowledge of public finance, planning and organizational structures. Technical and operational knowledge of prehospital transport and required equipment. Ability to prepare concise statistical reports and maintain information management. Computer literacy.

Licenses and Other Requirements: Must have or obtain within ninety days of employment EMT Wisconsin licensure and national EMT registration. Current instructor's credentials in Basic Life Support (AHA/ARC). Possession or eligibility for a Wisconsin Instructor/Coordinator certification. Must have or be eligible for a valid Wisconsin driver's license and have access to reliable personal motor vehicle transportation. Must be available for on-call duty on a rotating schedule.