



TRI-STATE FIRE DISTRICT JOB DESCRIPTION

406
EMS Coordinator

EMS Coordinator Job Description

Division: Fire Suppression
FLSA Class: Exempt
Union: None
Employment Status: Part-Time
Position Reports To: Deputy Fire Chief
Date: February 22, 2016

A. Nature of Work

The EMS Coordinator is a part-time position responsible for a wide variety of administrative duties. Reporting directly to the Deputy Fire Chief, the EMS Coordinator works with senior staff to coordinate emergency medical management, record management, regulatory compliance, project planning, budgeting and medical supply purchasing. This position will also work with the EMT-B and EMT-P personnel relating to training, certification, quality assurance and other issues relating to EMS.

B. Essential Job Functions

Listed below are representative descriptions of the kinds of essential duties and responsibilities that this position will perform:

1. Provides organization, coordination, delivery, direction and scheduling of medical training to the District's emergency response personnel.
2. Assesses all emergency response personnel's abilities to perform required tasks as well as testing and reviews of their knowledge and skill levels.
3. Serves as the District's Infectious Control Officer and the HIPAA Privacy Officer.
4. Coordinates opportunities for personnel to advance their personal medical related education in conjunction with the Illinois Department of Public Health, the District's EMS System, junior college programs and private industry educational opportunities.
5. Maintains appropriate records on each member to include training, certifications and good standings with the EMS System and the Illinois Department of Public Health.
6. Attends and represents the District in appropriate EMS system committee meetings
7. Maintains a working relationship with the EMS Coordinators at the hospitals that the District frequently transports to.
8. Assists the Training Officer in preparing the annual training budget. Monitors that budget during the fiscal year.

Tri-State Fire District

Job Description #406 – EMS Coordinator

9. Makes initial approval/disapproval for members to attend outside EMS training classes and schools as allowed by the budget and labor contract.
10. Develops, uses and maintains all the District's EMS training material, facilities and equipment either in-house or through third-party vendors.
11. Develops multimedia training resources and utilizes the District's technology, where appropriate, to deliver training to all members.
12. Is an active member of the District's Safety Committee.
13. Develops and submits EMS training items/subjects as well as collaborates in the scheduling of EMS training with the District's Training Officer.
14. Complies with all legal requirements as dictated by state statute, the Illinois Department of Labor, the Illinois Department of Public Health and the District's EMS system as approved by the Fire District.
15. Is responsible for implementing and maintaining all Illinois Department of Public Health mandated programs and standards in regards to infectious control and HIPAA.
16. Coordinates with the District's EMS System and IDPH to effectively maintain the necessary licensing and EMS status for providing an advanced life support emergency medical service.
17. Instructs and facilitates all EMS training for District personnel.
18. Reviews all ambulance reports for compliance to the District's EMS system's standards and reports deficiencies through channels to the appropriate individuals for improvement. Upon completion, then processes the report to the Administrative Assistant for billing and filing.
19. Provides reports to the Fire Chief when needed on all training activities.
20. Shall perform field evaluations of EMS personnel and practices as a method of service quality control. The EMS Coordinator shall work with the Deputy Chief and the shift Battalion Chief's in the evaluation process.
21. Assists the Public Education Coordinator in the scheduling and coordination of all CPR classes for the District businesses and residents. In addition, is responsible for the preparation of materials, equipment and the identification of instructors.
22. Serves as the Special Events Coordinator for such EMS related events and other community functions as directed.
23. May be required to attend the scene of a serious incident.
24. Performs additional duties as required by the Deputy Chief or Fire Chief.
25. The above list of duties is intended to be illustrative and not all-inclusive. The District reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as take away any duties and responsibilities at its discretion.

C. Basic Qualifications – Experience and Knowledge

- Knowledge of:
 - Emergency medical treatment
 - EMS protocols
 - IDPH rules and regulations

Tri-State Fire District

Job Description #406 – EMS Coordinator

- Ability to:
 - Use word processing applications and other computer programs related to the general operation of the Fire District and EMS system.
 - Instruct others in a classroom setting using visual aids and training props.
 - Comprehend and make inferences from large amounts of written material.
 - Communicate orally with customers, clients, or the public in a face-to-face, one-on-one setting, in group settings and using a telephone.
 - Work cooperatively with other District employees, hospital liaisons and the public.

D. Education and Training

- Minimum Qualifications
 - IDPH EMT-P license
 - CPR Instructor
 - Any combination of training, education, and experience equivalent to graduation from an accredited college or university with an Associate's Degree in Nursing, Education, Fire Science, Emergency Medical Services, or related field.
 - Requires a minimum of five (5) years' experience as Paramedic.
 - Must be able to obtain and maintain instructor certifications for the following within one (1) year of the date of hire:
 - Advanced Cardiac Life Support (ACLS)
 - Pediatric Advanced Life Support (PALS)
 - Prehospital Trauma Life Support (PHTLS)
- Preferred Qualifications
 - Bachelor's degree in Nursing, Education, Fire Science, Emergency Medical Services, or related field.
 - Experience as an EMS or Trauma Coordinator.
 - Pre-hospital educator.
 - Preceptor experience.
 - If a registered nurse:
 - Emergency Communications Registered Nurse (ECRN)
 - Trauma Nurse Specialist (TNS)