

Tempe Fire Department Policies and Procedures
Emergency Medical Services Coordinator
410.02BB
Rev 2-1-01

Purpose:

To actively support and uphold the City's stated mission and values. To analyze, plan, design, implement, and administer EMS programs as well as other department and community oriented programs, including Advanced Life Support (ALS), Basic Life Support (BLS), immunizations, Continuous Quality Improvement (CQI)/problem resolution, EMS certification, and other education and improvement programs.

Supervision Received and Exercised:

Receives general direction from the Battalion Chief or from other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Evaluate Emergency Medical Services (EMS) data; identify methods of effective emergency medical care; identify methods to correct complex medical issues and patient care delivery situations; design quality assurance programs to measure program outcome and effectiveness; and develop SOP's, educational and operational programs, and make other medical recommendations.
- Conduct research and analysis of current and future EMS issues and trends to ensure the Fire Department's medical services reflect the most current technology and service delivery alternatives.
- Recommend and assist the Battalion Chief assigned to EMS in the implementation of goals and objectives for EMS programs, projects and systems; establish schedules and methods for EMS operations; assist in the implementation of policies, procedures, programs, methods and systems as appropriate.
- Serve as a liaison between the Fire Department and hospitals, medical direction authorities, ambulance supervisors, and other outside agencies regarding EMS activities, procedures, and policies.
- Conduct EMS training activities and classroom instruction sessions including Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), CPR, and/or Emergency Medical Technician (EMT) programs.
- Communicate with Fire personnel, citizens, and other customers in identifying and resolving EMS issues.
- Perform ride-alongs with emergency vehicles during emergency calls to evaluate EMS services under emergency scene conditions.
- Assist in the preparation of comprehensive EMS budget documents; assist in the preparation and administration of the EMS annual budget; prepare cost estimates for EMS budget recommendations and submit justifications for EMS budget items; and monitor EMS budget expenditures and assist in the budget control.
- Prepare and staff public information displays, health fairs, and other related events.
- Perform other related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years experience in the medical field, including two years of responsible experience in one of the following fields: Emergency Room Nurse, Pre-hospital Flight Nurse, Pre-hospital Manager/Coordinator, Fire Department EMS Coordinator, EMS Educator, or Paramedic Program Coordinator.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in Nursing, Emergency Medical Services, or a related field.

Licenses/Certifications:

- Registered Nurse licensed to practice in the State of Arizona.
- Possession of, or ability to obtain within one year of appointment, an instructor certificate in the following areas:

Basic Life Support (BLS)

Advanced Cardiac Life Support (ACLS)

Pediatric Advanced Life Support (PALS)

Emergency Medical Technician (EMT)

CPR Certificate of Instruction

- Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Effective February 2001