

RUTHERFORD COUNTY, TENNESSEE CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

**AMBULANCE SERVICES EDUCATION
AND PLANNING DIRECTOR**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial/administrative work and education functions associated with response to emergency calls and Ambulance Operations. Duties and responsibilities include supervising and coordinating training of EMS, rescue, first responder, and communications divisions; overseeing planning, directing, and coordinating departmental operations and activities; oversees the preparing of departmental budget and monitoring expenditures of operations; planning and supervising quality assurance; planning and coordinating training and continuing education; coordinating computer services for EMS; performing duties of Paramedic as needed (to include responding to emergency calls, assessing illness/injuries, restoring/stabilizing essential life functions, administering medications, monitoring./recording patient conditions, transporting patients, etc.); communicating with medical/law enforcement personnel, family members and others; assuring State compliance, preparing forms, reports, and statistical documentation; and performing other tasks as appropriate. Reports to Ambulance Services Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, to include assigning work, handling employee concerns and problems, counseling, discipline, and completing employee performance appraisals.

Supervises and coordinates all aspects of the basic and advanced in-service, specialized career development training programs for all departmental personnel; schedules special event assignments; communicates with the Director and shift supervisors concerning scheduling of shift personnel; oversees the training and development of rescue and first responders; maintains records.

Prepares and oversees departmental budget accounts as assigned; monitors expenditures; prepares budget requests.

Performs conceptual, planning, and coordinates the development, implementation and operation of quality assurance program; attends and plans state quality assurance meetings; prepares reports and statistical information to the medical director and quality assurance committee; oversees the quality assurance committee; obtains informal physician feedback regarding program initiatives; assures integrity and professional credibility of program initiatives.

Supervises, plans, and directs an active, aggressive community service program (to include anti-drug and drinking programs, seatbelt and child safety seat awareness, etc.)

Provides special training needs to other agencies and departments as needed (such as bloodborne pathogens, first responder, and first aid training).

Assists in development of departmental policies and procedures.

May operate/ utilize a variety of diagnostic, medical, and other equipment, tools, and supplies which may include ambulance, blood pressure cuff, blood sugar monitor, cardiac monitor, catheter, defibrillator, endotracheal tube, extraction tools/equipment, forceps, intravenous pump, laryngoscope, oxygen terminal, pulse oximetry monitor, splinting devices, stethoscope, suction terminal, syringe, thermometer, etc.

Acts as Coroner in absence of county Coroner; coordinates related activities; completes/reviews related documentation.

Exchanges information with supervisory personnel of all adjoining shifts regarding problems, special situations, or other areas requiring attention.

Performs administrative tasks; assists, develops and implements departmental policies and procedures.

Plans, directs, and approves in-service program.

Maintains inventory levels of departmental supplies; checks expiration dates of drugs/supplies; initiates requests for new or replacement materials.

Prepares or completes various forms, reports, correspondence, schedules, purchase requisitions, budget documents, performance appraisals, logs, checklists, medical record documentation, patient charts, incident forms, or other documents.

Receives various forms, reports, correspondence, budget reports, patient records, policies, procedures, protocols, medical books, medical charts, maps, manuals, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

Oversees inventory of departmental supplies; checks expiration dates of drugs/supplies; initiates orders for new or replacement materials.

Maintains current manuals, policies/procedures, bulletins, map books, and reference materials for reference/review.

Conducts research and development operations resulting in the implementation of new products, programs, and technologies.

Communicates with administrative staff to formulate resolutions to problems arising in the areas of patient care, information systems, public relations and training.

Works with various planning agencies to maintain a realistic five year plan for the direction of Emergency Medical Services in Rutherford County.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; responds to requests for service or assistance; returns calls as necessary; communicates effectively and coherently over radio channels while initiating and responding to radio communications.

Promotes positive public relations; provides education to the public regarding issues such as public health, life safety, drug/alcohol abuse, first aid, CPR, or emergency care; provides tours of ambulances and stations.

Attends shift meetings, training sessions, seminars and workshops as required to remain knowledgeable of county/departmental operations, to promote improved job performance, and to stay current with changing policies, procedures, codes, and laws; maintains an awareness of new trends/advances in the profession; reads professional literature; maintains professional affiliations.

Provides creative medical insight into problem identification, measurement, and resolution.

Represents quality assurance activities throughout the ambulance service and with external professional groups.

Provides expertise in the field of health informational systems, including correlation and analysis of data for audits and research projects, the analysis of data for audits and research projects, the analysis of systems, and the design and implementation of solutions to problems.

Designs methodologies for and conducts assessments of problems and remedies.

Coordinates the evaluation and, when necessary the redesign of health information systems.

Develops guidelines and systems for ensuring confidentiality of data used for quality assurance or research activities.

Acts as a liaison and directs activities between the department and other departments, outside agencies, the media, officials or other individuals.

Interacts with physicians, nurses, emergency room staff, and other medical personnel as appropriate; provides assistance in emergency room as needed.

Communicates with the Tennessee Department of EMS to assure compliance with state regulation and to implement changes in regulation as warranted.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

May oversee critical emergency scenes; in the absence of the director, assistant director, or shift supervisor; may act as EMS incident commander; assists paramedics with patient care; coordinates life-saving efforts with other agencies.

Performs duties of Paramedic as needed (to include responding to emergency calls: directing/ coordinating activities at scene; administering life support to sick/ injured persons; assessing extent of illness/ injury; administering initial treatment at scene; administering medications and drugs; performing invasive and non-invasive procedures in life-threatening cases; transporting patients to medical facilities; assisting in extricating trapped victims; etc.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by completion of Paramedic training program or Emergency Medical Technician training program; supplemented by three (3) years previous experience and/or training that includes basic supervision and progressively responsible work as a Paramedic or Emergency Medical Technician; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Paramedic Certification. Must possess and maintain valid Basic Trauma Life Support (BTLS) Provider, valid Advanced Cardiac Life Support (ACLS) Provider, and valid Pediatric Advance Support certifications. Must possess and maintain valid CPR certification. Must possess and maintain a valid Tennessee driver's license with an "F" endorsement.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require 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 moderate weight (15-30 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards or violence.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Patient care

Surface: Tile, carpet, asphalt, gravel, dirt, mud, snow, etc

Estimated Total Hours: varies **Maximum Continuous Time:** 14

2. SITTING

Tasks: Driving/riding to calls, sitting in ambulance during patient care

Estimated Total Hours: varies **Maximum Continuous Time:** 2

3. LIFTING/CARRYING

Objects: Stretcher with patient loaded and unloaded. Cardiac monitor, equipment and gear

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs		X			
26-50 lbs		X			
51-75 lbs		X			
76-100 lbs	X	X			
>100 lbs	X	X			

4. PUSHING/PULLING

Objects: Stretcher and other equipment

Height of hands above floor during push: Waist or mid-chest level

5. CLIMBING

Tasks: Patient care up/down stairs, up/down embankments

Device: Stretcher, long spine board, splinting device, equipment, and gear

Height: Varies

Frequency: Dependent on number of calls

6. BENDING/SQUATTING/KNEELING

Tasks: Various patient-care scenarios

Frequency: Dependent on number of calls

7. REACHING

Tasks: Placing patients on stretcher and assisting in mobility impaired patients.

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Daily	varies	150-200 lbs
21-36"	All	Daily	Varies	150-200 lbs

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>30</u> % of time
Outside	<u>70</u> % of time

9. OTHER JOB DEMANDS

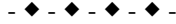
Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. LIST TOOLS, EQUIPMENT, AND MATERIALS USED

Splinting, oxygenation, IV's, laptop computer, IV pumps, stretcher, stair chair, medical supplies, radios, etc.

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date