



City of Lake Oswego, Oregon

Job Description

EMERGENCY MEDICAL SERVICES COORDINATOR

FLSA Status: Non-exempt

Union Representation: IAFF

Salary Grade: 217

Job Code: 3053

Summary

Under the general direction and supervision of the Fire Training Officer, the Emergency Medical Services Coordinator will lead, coordinate, and support the daily operations and long term strategies of the Fire Department Emergency Medical Services Program. Responsibilities include developing, delivering, and coordinating training for fire department personnel, City staff, and the community. This position interacts with county, state, and federal agencies and with the medical community to ensure Lake Oswego is represented in areas of mutual concern.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Assess Fire Department EMS Training Needs and develop a comprehensive Training Delivery Plan.
2. Provide critical skills training bi-annually, including Cardio Pulmonary Resuscitation (CPR), Advanced Cardiovascular Life Support (ACLS), Pediatric Advanced Life Support (PALS), and Prehospital Trauma Life Support (PHTLS) to ensure State and Federal training requirements are met prior to department Paramedic Recertification.
3. Provide EMS skills training to ensure personnel maintain proficiency.
4. Conduct periodic reviews and evaluations to ensure personnel are maintaining certifications, licenses and accreditations; and are performing required patient care proficiently.
5. Facilitate and/ or assist in all Probationary Firefighter EMS Evaluations and counsel probationary employees as needed.
6. Coordinate the enrollment of employees seeking enrollment into a Paramedic certification program.
7. Investigate outcomes to provide feedback to personnel for all Cardiac Arrest, Stroke, Rapid Sequence Intubation (RSI), ST-elevated Myocardial Infarction (STEMI), and Trauma Entry fire department responses.
8. Chair the EMS Quality Improvement (QI) Committee and conduct regular meetings.
9. Maintain department EMS supplies and equipment to ensure response readiness.
10. Manage the department Controlled Medications program.
11. Manage the department bloodborne and airborne pathogen programs and provide training to meet OSHA standards.
12. Provide support for the Community Paramedicine Program.
13. Maintain training records and reports as required by law.
14. Maintain contact with line personnel and solicit feedback to ensure ongoing training needs are met.
15. Act as a Liaison to the Department Medical Director.
16. Maintain a working relationship with hospitals, transport agencies, and fire departments. Conduct research and identify best practices relative to EMS.
17. Respond to medical calls when available to maintain skills, and to evaluate training needs.
18. May work overtime shifts on line in positions for which the EMS Coordinator is qualified.
19. Other related duties as assigned.

Minimum Qualifications

Knowledge of:

- Paramedic level skills and scope of practice.
- Laws regarding patient medical care and confidentiality.
- National Incident Management System (NIMS).
- State and local medical and trauma systems.
- Federal standards related to bloodborne and airborne pathogens.

Skills and Abilities to:

- Work independently.
- Communicate both orally and in writing, including understanding and following oral and written instructions. Also the ability to hear and orally respond to calls for assistance, radio communications, and all other calls as needed in all conditions which may include substantial background noises as experienced in emergency operations
- Establish effective relationships with department personnel, City staff, local EMS Partners, and the community.
- Develop and deliver EMS training to department personnel, City staff, and the community.
- Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.
- Collect and interpret EMS data to make system improvements.
- Comply with safety requirements of the department and the City.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with an Associate's or Bachelor's degree with a focus in Fire Science or related field; or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job such as those listed above. Experience in a public fire department is preferred.

Licensing and Other Requirements:

Positions in this classification are required to possess a valid driver's license and ability to meet the City's driving standards.

Must have Oregon Paramedic certification in good standing with the Oregon Health Division.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to 20 pounds of force frequently, and/or up to 10 pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.