

Town of Provincetown, Massachusetts
EMS Coordinator Job Description
Provincetown Fire-Rescue

Position Purpose:

The Emergency Medical Services (E.M.S.) Coordinator is responsible for the coordination and administration of a comprehensive Emergency Medical Services program that will meet the needs of the Provincetown Fire-Rescue Department.

This position encompasses supervisory and management work in providing Basic and Advanced Life Support medical care and firefighting and requires a certified Firefighter / Paramedic.

Responsibilities:

Providing medical quality assurance, on-scene medical supervision, patient treatment follow-up, hands-on patient care, appropriate training for public and department staff, managing medical equipment inventory, maintenance, and replacement.

Supervision:

Supervision Scope: This position is currently dual role, that is, the E.M.S. Coordinator is responsible for the supervision of the delivery of medical care by Fire Department staff and is required to deliver hands on care when situations dictate.

Supervision Received: Administratively, the E.M.S. Coordinator primarily reports as directed by the Deputy Fire Chief or Fire Chief. During emergency operations, the E.M.S. Coordinator will work within the Incident Command System as assigned and perform all functions equal to his/her earned rank/seniority within the Provincetown Fire Department.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Is responsible for, and ensures on a daily basis, that department ambulances are ready to respond to any emergency.

Must communicate information regarding E.M.S. to department personnel and public.

Supervising, evaluating, and enforcing applicable laws and regulations governing the operations of Emergency Medical Services functions including, but not limited to, Federal, State, and Cape and Islands EMS.

Responsible for Quality Assurance/Quality Improvement and Run Review per MGL 105 CMR 170 and town department policies.

Responds to medical emergencies to evaluate medical protocol compliance and to deliver hands-on patient care, if needed.

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May have E.M.S. authority under Fire Chief at the scene of fire or E.M.S. incident.

May function as Medical Sector Officer or as assigned by Incident Commander.

Coordinates and provides emergency medical and related training for entire department. Must work in conjunction with Fire Training Coordinator. This shall include instruction, scheduling, coordinating, and establishing training for all levels of E.M.S. providers.

Establish and maintain records and files concerning emergency medical training, including certification and recertification, of all department personnel. Submits certification/recertification documents to appropriate agency for all department staff.

Responsible for the ordering of medical supplies and equipment within department budget. Also locates and ensures equipment left at facilities is recovered. Also, is responsible for medical supplies and equipment inventory and accountability.

Works with Commonwealth of Massachusetts Department of Public Health, Office of Emergency Medical Services in keeping compliance with all rules and regulations.

Handles and corresponds with state ambulance inspectors and state ambulance regulatory agencies.

Handles and corresponds with Cape and Islands Emergency Medical Services (CIEMSS). Maintains liaison and promotes good working relationship with CIEMSS and hospital staff. Assist CIEMSS to develop protocols and procedures.

Oversees stocking, inventory, and control of all medicines and narcotics as per Department policy and Massachusetts Department of Public Health, Food, Drug, and Narcotics Division regulations.

Assists in developing specifications and options for the purchase of ambulances, E.M.S. equipment, and medical supplies. Participates in budget process and provides recommendations and justifications.

Conducts and maintains quality control on E.M.S. practices, handles investigative complaints, and forwards recommendations to Fire Chief. Will continually study and review the overall E.M.S. program for the purpose of improvement of total E.M.S. service.

Serves as Designated Infection Control Officer, and maintains appropriate records.

Serves as HIPPA officer, and maintains appropriate records.

Supervises computer data entry / recordkeeping of E.M.S. incidents to ensure records are kept in adequate fashion. Serves as primary administrator of E.M.S. software program and primary point of contact with software vendor.

July 1, 2020

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Participates in disaster planning at the direction of the Chief.

Serves as liaison between CIEMSS, Town Health Department, other town departments as directed, area hospitals, nursing homes, medical facilities, schools, and other community groups regarding E.M.S.

Oversees and assists Public Access Defibrillation programs.

Oversees CPR, First Aid, and other classes delivered to the public.

Attends and represents the department at training programs, CIEMSS committee meetings, and seminars at local, state, and national level.

Is obligated to maintain performance competence and knowledge by attending pertinent courses, studies, recertifications, etc.

Perform other related duties as assigned.

RECOMMENDED MINIMUM QUALIFICATIONS:

Education, Training and Experience:

Certified Firefighter / Paramedic

Special Requirements:

Obtaining (within a reasonable time) and maintaining the following certifications: American Heart Association CPR Instructor and Designated Infection Control Officer.

Knowledge, Ability and Skill:

Knowledge: General knowledge of office procedures, practices and terminology. Working knowledge of the use of office and data processing equipment, business arithmetic, business writing and spelling. Basic knowledge of bookkeeping techniques. Basic knowledge of local government and its operations helpful.

Ability: Ability to organize time and accomplish tasks. Ability to understand department rules and regulations.

Skill: Excellent customer service skills. Strong organizational, communication and people skills required. Basic expertise and skill in utilizing personal computers, popular word processing, database, and spreadsheet applications.

Physical Requirements:

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The E.M.S. Coordinator will respond to calls during normal work hours when additional personnel are immediately required during Fire, Ambulance, or Special Operations calls. The E.M.S. Coordinator shall not be considered shift strength or station coverage during working hours, except when hired for overtime to fill a vacancy.

The E.M.S. Coordinator shall work a schedule of four (4) ten (10) hour work days. The specific days are to be determined by the Fire Chief. The E.M.S. Coordinator will be compensated at Captain's rate of pay. The E.M.S. Coordinator will be compensated at overtime for classes or other work related activities (as approved by the Chief) outside of normal working hours. The E.M.S. Coordinator shall be included in the normal rotation for overtime and be eligible for callback.

When the E.M.S. Coordinator is absent from duty for an extended period of time due to illness or other unforeseen event, a qualified member chosen by the Fire Chief may be temporarily placed in the role of E.M.S. Coordinator and assume the duties of E.M.S. Coordinator. Said member shall be transferred off of shift to the E.M.S. Coordinators set hours with an adjustment in salary equal to that of the E.M.S. Coordinator's pay.

Should the individual wish to leave the position of E.M.S. Coordinator for a shift position or promotional opportunity, the Chief shall make every effort to reassign him/her to that duty. Should no shift opening be available, the next earliest opening shall be filled by the member requesting reassignment. If more than one (1) member is bidding for that position, seniority shall determine the first choice for the position. Requests must be made in writing to the Fire Chief and be kept for one (1) year, and after this period of time, requests shall be resubmitted. Any promotional opportunities shall be filled in accordance with the current contract of which this member may participate.

The position of E.M.S. Coordinator shall be officially known as Firefighter/E.M.S. Coordinator/Paramedic, however, the day to day title will be EMS Coordinator. Should a current member of the bargaining unit, who has tested for and been appointed to the position of Captain choose to transfer to the E.M.S. Coordinator's position, they shall retain the title Captain.

In the event the E.M.S. Coordinator's position becomes available, current full time members of the Provincetown Fire Department shall be able to apply for this position with a minimum of five (5) years of full time experience as firefighter/paramedic in Provincetown. The Fire Chief shall post the minimum qualifications and job description. If a current member transfers to the job classification of E.M.S. Coordinator, he/she shall maintain their current level of seniority when entering the E.M.S. Coordinator's position.

Should a vacancy occur in the E.M.S. Coordinator's positions and it is not filled by a current member, it shall be advertised to be filled from outside the Department. It shall be required that the individual have eight (8) years of experience as a full time Firefighter/Paramedic in Barnstable County to apply.

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There shall be a probationary period of twelve (12) months for the E.M.S. Coordinator, commencing on the date of appointment.