

Job Description – Walsh Ambulance Service – EMS Chief

Responsibilities:

Respond to emergency calls to provide efficient and immediate care to the critically ill and injured, and to transport the patient to a medical facility. After receiving the call from the dispatcher, the Chief ensures that the ambulance arrives at the scene safely and is responsible for ensuring its safe operation to the scene. The Chief is also responsible for providing patient care and ensuring the apparatus is restocked and ready for the next call.

The Chief in addition to normal patient care will:

- Maintain the necessary records and reports required to operate an ambulance service as required by the EMS Division of the Colorado Department of Public Health and Environment
- Maintain Necessary records and reports required to bill out ambulances runs
- Maintains the ambulance vehicle and all necessary equipment associated with providing emergency medical services
- Is responsible for conducting monthly meetings
- Is responsible for conducting training and exercises
- Maintains the records of each member's certification, training hours, hepatitis B documentation, and all other documents as required by the Walsh Hospital District
- Assist the public and other professionals with complaints and problems associated with the Walsh Ambulance Service
- Work with Fire/Rescue Units
- Coordinate Mutual Aid responses
- Provide general supervisory oversight to the EMS group. Any disciplinary proceedings necessary shall fall within the scope of his/her authority.
- Responsible for recruiting, teaching and training of new members
- Responsible to designate a substitute to act in his/her absence
- Responsible for developing and maintaining a yearly budget. This budget shall include an operating and capital outlay budget.
- Acquire bids for EMS purchases and purchase items on behalf of the Walsh Ambulance Service.
- Oversee building maintenance issues at the three stations in regards to EMS
- Maintain minutes of each EMS meeting.
- Maintain the Policy and Procedures of the Walsh Ambulance Service
- Ensure CQI is completed on calls
- Ensure Continuity of Operations during major events and disasters
- Write and maintain the five year strategic plan for the Walsh Ambulance Service
- Assist the Medical Director in writing and approval of the Medical Protocols
- Act as liaison between the membership and the Administrator and Board of Directors

Upon arrival at the scene of crash or illness, the Chief ensures the ambulance parked in a safe location to avoid additional injury. Prior to initiating patient care, the Chief will also "size-up" the scene

to determine: that the scene is safe; the mechanism of injury or nature of illness; the total number of patients; and to request additional help, if necessary. The Chief will initiate the Incident Command System and will serve in the role if it has not already been established until another member in a higher ranking position or more highly trained arrives on scene. In the absence of law enforcement, the Chief creates a safe traffic environment, such as the placement of road flares, removal of debris and redirection of traffic for the protection of the injured and those assisting in the care of injured patients. The Chief determines the nature and extent of illness or injury and establishes priority for required emergency care. The Chief renders emergency medical and or trauma care, to adults, children and infants based on assessment findings. Duties include but are not limited to:

- Opening and maintaining an airway;
- Ventilating patients;
- Administering cardiopulmonary resuscitation, including use of automated external defibrillators;
- Providing prehospital emergency medical care of simple and multiple system trauma such as:
 - Controlling hemorrhage,
 - Treatment of shock (hypoperfusion),
 - Bandaging wounds,
 - Immobilization of painful, swollen, or deformed extremities,
 - immobilization of painful, swollen, or deformed neck or spine;
- Providing emergency medical care to:
 - Assist in emergency childbirth,
 - Manage general medical complaints of altered mental status, respiratory, cardiac, diabetic, allergic reaction, seizures, poisoning behavioral emergencies, environmental emergencies, and psychological crises. Additional care is provided based upon assessment of the patient and obtaining historical information.

- Searching for medical identification emblems as a guide to appropriate emergency medical care.
- Assisting patients with prescribed medications, including sublingual nitroglycerin, epinephrine autoinjectors and hand-held aerosol inhalers.
- Administration of oxygen, oral glucose and activated charcoal.
- Reassuring patients and bystanders by working in a confident, efficient manner.
- Avoiding mishandling and undue haste while working expeditiously to accomplish the task.

Where a patient must be extricated from entrapment, the Chief assesses the extent of injury and gives all possible emergency care and protection to the entrapped patient and uses the prescribed techniques and appliances for safely removing the patient. If needed, the Chief radios the dispatcher for additional help or special rescue and/or utility services. Provides simple rescue service if the ambulance has not been accompanied by a specialized unit. After extrication, provides additional care in triaging the injured in accordance with standard emergency procedures.

The Chief is responsible for:

- Ensuring the safety of the patient, responders and public at a scene.

- Lifting the stretcher (be able to lift and carry 125 pounds),
- Placing it in the ambulance and seeing that the patient and stretcher are secured
- Continuing emergency medical care while enroute to the medical facility.

The Chief uses the knowledge of the condition of the patient and the extent of injuries and the relative locations and staffing of emergency hospital facilities to determine the most appropriate facility to which the patient will be transported, unless otherwise directed by medical direction. The Chief reports directly to the emergency department or communications center the nature and extent of injuries, the number being transported and the destination to assure prompt medical care on arrival. The Chief identifies assessment findings, which may require communications with medical control, for advice and for notification that special professional services and assistance be immediately available upon arrival at the medical facility.

The Chief:

- Constantly assesses the patient enroute to the emergency facility, administers additional care as indicated or directed by medical control,
- Assists in lifting and carrying the patient out of the ambulance and into the receiving medical facility
- Reports verbally and in writing, their observation and emergency medical care of the patient at the emergency scene and in transit, to the receiving medical facility staff for purposes of records and diagnostics
- Upon request provides assistance to the receiving medical facility staff.

After each call, the Chief:

- Restocks and replaces used linens, blankets and other supplies,
- Cleans all equipment following appropriate disinfecting procedures,
- Makes careful check of all equipment so that the ambulance is ready for the next run
- Maintains ambulance in efficient operating condition
- Ensures that the ambulance is clean and washed and kept in a neat orderly condition
- In accordance with local, state or federal regulations, decontaminates the interior of the vehicle after transport of patient with contagious infection or hazardous materials exposure.

Additionally the Chief:

- Determines that vehicle is in proper mechanical condition by checking items required by service management. Maintains familiarity with specialized equipment used by the service
- Attends continuing education and refresher training programs as required by employers, medical control, licensing or certifying agencies.

Reporting:

The Chief reports to the Walsh Hospital District Chief Executive Officer and the Hospital Board of Directors. The Chief supervises other care providers on scene and can give orders and direction that shall be followed by members on scene.

Qualifications:

- 18 years of age or older
- Complete and successfully pass a background check
- Complete and successfully pass a driving history check
- Professional rescuer level CPR
- Have a current EMT Certification in good standing from the Colorado Department of Public Health and Environment (CDPHE)
- National Registry of Emergency Medical Technicians - NREMT Certification is preferred but not necessary if the individual is State Licensed in Colorado.
- Incident Command System Training to the ICS 400 level.
- A valid driver's license
- Colorado EMS Administrator Certificate
- Two years or more of service with an ambulance service, preferably the Walsh Ambulance Services or Three years as a certified or licensed Paramedic or Registered Nurse with experience in a supervisory role
- Experience in writing and maintain plans.

Physical Requirements:

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by having to walk, stand, lift, carry and balance at times, in excess of 125 pounds. Motor coordination is necessary because of uneven terrain, the patient's and Lieutenant's wellbeing, as well as other workers' wellbeing must not be jeopardized.

EEOC/ADA:

The Walsh Ambulance Service is an Equal Opportunity Employer and will not discriminate on the basis of race, creed, color, age, religion, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.