

EMS TRAINING SUPERVISOR



Description:

Under direction, plans, coordinates, implements and monitors the Emergency Medical Services (EMS) Quality Improvement (QI) plan for the Fire Department Paramedics, Dispatchers and EMTs, providing emergency medical care; supervise the ALS and BLS Educator positions; performs related duties as required.

Distinguishing Characteristics:

This classification is characterized by having the responsibility for the planning, administration and supervision of the E.M.S. program. Incumbents work under direction, prepare budget input and supervise, train and evaluate the work of subordinates. This position reports to the EMS/Training Division Chief.

Duties may include, but are not limited to:

1. Supervises the work of assigned staff; evaluates work performance, prepares and signs performance evaluations; participates in personnel decisions including hiring and disciplinary actions; approves leave requests.
2. Develops and implements consistent countywide standards and practices related to emergency medical operations.
3. Conducts patient care analysis using the department automated Patient Care Reporting System.
4. Conducts meetings regarding standard equipment and EMS service within the Divisions of County Fire.
5. Ensures department compliance with Inland County Emergency Medical Agency's (ICEMA) policies and State EMS statutes and regulations.
6. Ensures that Paramedics, EMTs and Emergency Medical Dispatchers are maintaining certifications, licenses, accreditations, and are performing required patient care benchmark skills.
7. Provides Emergency Medical Dispatch oversight.
8. Coordinates investigations of EMS related complaints and unusual occurrences.
9. Acts as liaison to the ICEMA Medical Director on clinical issues through the County Fire Medical Director.
10. Reviews existing operations and recommends and implements new/changed policies and procedures in response to changing departmental and organizational needs.
11. Rides with medics on department apparatus and observes performance during actual responses.
12. Acts as the Department Designated Officer for infection control and assures compliance of the exposure control policies.

13. Participates in the division's annual budget planning.
14. Develops, revises, implements and oversees PIP's (personal improvement plan's) for employees; assists with remediation, education and counseling as needed.
15. In conjunction with the Department Medical Director, supervises the Departments Narcotics program.
16. Responsible for the annual process of application for the ambulance districts and ALS providers within County Fire.
17. Responsible for resolving customer complaints and ICEMA investigations processes under direction from the Division Chief.
18. Attends and represents the Department at meetings such as County EMS Officers, EMCC, and QI performance meetings.
19. Provides vacation and temporary relief as required.
20. Provides other duties as required.

Typical Qualifications:

Five (5) years of experience working with a pre-hospital care system and/or emergency room. Two (2) years of which must have been performing in a lead or supervisory capacity. Experience as a Mobile Intensive Care Nurse and/or Paramedic is also desirable.

Must have and maintain a current valid California Registered Nurse license and a current valid California Class C Driver's License.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.

Job Code: 43033

Salary Range: N51

Representation Unit: Non-Represented

Last Updated: 5/20/10