

PREHOSPITAL CARE COORDINATOR

ROLE AND RESPONSIBILITIES IN PREHOSPITAL CARE:

1. Assists the Medical Director in identifying education/training needs; assists in training and orientation programs for EMS.
2. Develops and updates policies and procedures applicable to Prehospital care in conjunction with the EMS Medical Director and EMS Administrator.
3. Directs investigation, resolution and closure of complaints, Unusual Occurrences and Ambulance Dispatch failures as related to EMS.
4. Institutes disciplinary action of certified/authorized Prehospital personnel in accordance with State procedural guidelines.
5. Responsible for certification/authorization of all Prehospital personnel. Maintains and reviews records for emergency medical care personnel certified/authorized by the County Health Officer.
6. Responsible for ambulance inspection and permit issuance.
7. Plans and coordinates multi-casualty medical incident (MCI) drills and exercises with all participating agencies, participates in disaster preparedness and MCI planning activities for coordination of EMS response, assumes responsibility for revision and update of County MCI Plan and is a liaison with County Office of Emergency Services.
8. Assists Base Hospital Liaison personnel in meeting medical control responsibilities.
9. Provides liaison between EMS Office and all other agencies.
10. Participates on and provides staff support to advisory committees and subcommittees concerned with EMS.
11. Participates in the Quality Assurance Program as outlined in the Q.A. Plan.
12. Provides public information education relating to EMS as needs are identified. Assists Administration in the creation of guidelines, plans, contracts and other various documents.
13. Maintains an on-going liaison with all acute care facilities who receive EMS patients.
14. Reports to the EMS Administrator and assists in all other duties as assigned by the EMS Administrator.
