

**EMS ADMINISTRATOR**

**Role and Responsibilities in Prehospital Care:**

1. Insures the administrative responsibilities of the Solano County EMS Agency are being appropriately managed.
  - a. Supervise office staff.
  - b. System planning and management.
  - c. Develop and manage informational data systems.
  - d. Coordinate EMS Communications system.
  - e. Monitor and evaluate EMS system and operations.
  - f. Act as EMS Program Advocate.
  - g. Develop short and long term goals and objectives for the EMS Agency.
  - h. Budget preparation and management.
  - i. Grant application preparation.
2. Plans, implements, and evaluates Prehospital care.
3. Implements policies and procedures to ensure medical control. Implements policies and procedures relative to the operational aspects of the Prehospital care system.
4. Facilitates effective communication and cooperation as a liaison between County and EMS public safety personnel, Prehospital care providers, Base and Receiving Hospitals, and other individuals or organizations providing EMS services..
5. Oversees the investigation, evaluation and actions taken on EMS incidents.
6. Ensures that EMS service providers meet minimum standards.
7. Participates at local and State EMS levels as the representative of Solano County Emergency Medical Services Agency.
8. Administers EMS written agreements between County and EMS provider agencies.
9. Reports to the County Health Officer.

-----