

EMS COORDINATOR

Qualifications

The WRJFD EMS Coordinator must have a valid Ohio EMS certificate, and have at least two years of experience and hold protocol with the controlling body of EMS chosen by WRJFD (or obtain protocol after appointment). He or she must also be an Ohio Certified Firefighter. He or she should also have managerial/administrative skill and/or experience.

Responsibilities

1. Implement established policies.
2. Make recommended decisions concerning the care provided by the WRJFD service in compliance with established protocols.
3. Make decisions, in cooperation with the Quartermaster, regarding the maintenance and repair of EMS equipment.
4. Assess the need for equipment and recommend purchases.
5. Assure run sheets are periodically reviewed for Quality Assurance and appropriate action taken.
6. Maintain and update EMS personnel records as needed.
7. Schedule training and continuing education for all EMS personnel.
8. Attend all meetings deemed mandatory by the Chief Officer.
9. Appoint temporary substitute during absence.
10. Be on call for administrative decisions regarding services provided.
11. Maintain and assure confidentiality of all patient information, personnel information, and other matters relating to EMS operations.
12. Chain of Command. This position is an administrative function. The immediate supervisor will be the assigned company officer with primary responsibility being EMS. The Coordinator shall keep the Chief Officers and the department secretary advised of his or her activities.