



BEAVER ISLAND EMERGENCY MEDICAL SERVICE

DUTIES OF THE EXECUTIVE DIRECTOR
OF
BEAVER ISLAND EMS

APPROVAL DATE: _____ EFFECTIVE DATE: ----- LAST REVIEWED -----

SIGNATURE OF APPROVAL: _____

TITLE OF SIGNEE: EXECUTIVE DIRECTOR OF EMS

SIGNATURE OF APPROVAL: _____

TITLE OF SIGNEE: BEAVER ISLAND ESA CHAIRPERSON

Title: Emergency Medical Services Executive Director
Summary: Job description for the position of the Executive Director of Emergency Medical Services (EMS).

GENERAL STATEMENT OF DUTIES:

The position performs responsible administrative work in planning, organizing and directing the Emergency Medical Services Program for Beaver Island Emergency Services Authority.

DISTINGUISHING FEATURES OF THE POSITION:

This position plans, directs and administers the Emergency Medical Services Program for Beaver Island.

The work includes responsibilities for the selection of equipment and vehicles and for assuring that EMS personnel are properly trained in current best practices in EMS. The work shall also include ensuring that the service is adequately staffed such that the on-call calendar is filled with adequate lead time so as to accommodate coverage in event of the loss of availability of an EMT. The state of Michigan requires by statute that an EMS service is staffed 24/7 with no break in coverage. It is the duty of the director to ensure that proper staffing is never jeopardized.

The EMS director shall also be responsible to cover at minimum 150 (24 hour) days “on-call” (3600 hours) per year. To be calculated from April 1 to April 1. As stated previously, the director is responsible to make sure the service is adequately staffed. In the event that the service is not going to be covered with adequate EMT coverage it is the responsibility of the EMS director to cover any gaps in coverage with no extra compensation even if their 150 days annually will be exceeded.

The work is done under the general supervision of the Beaver Island Emergency Services Authority Board of Directors, by review of records, reports, board meetings, and the overall effectiveness of the Emergency Medical Services Program.

EXAMPLES OF WORK

Plans, organizes, administers, supervises, and delegates the emergency medical services program according to established policies and procedures;

Coordinates emergency medical services with local medical, fire protection, law enforcement, rescue agencies, air ambulance and ground ambulance services, health care facilities;

Recruits/dismisses, supervises and evaluates the work of departmental employees;

Administers the evaluation and disciplinary processes and addresses personnel issues;

Prepares and administers the emergency medical services budget, grants and oversees the expenditures and revenues of the budget;

Attends meetings and conferences: gives talks to service groups and other agencies about emergency medical services;

Responds to disasters to monitor and coordinate emergency medical services in conjunction with other local officials and agencies;

Maintains training and recertification records for emergency medical services personnel;

Serves as a liaison between the department and other agencies by being involved in attending meetings of various task forces and committees;

Serve as a liaison between the department and Beaver Island Rural Health Center. It is imperative that the director work to foster the strongest possible relationship with the BIRHC in all facets that would be mutually beneficial;

Coordinate with the media, business and public agencies to develop and maintain public information and educational programs

Acts as primary contact for Beaver Island Community School and assists, instruct the Health Occupations Course;

Plan, organize and administer all training programs to ensure compliance with local, state and federal regulations;

Coordinates and administers a quality assurance and improvement program (as required by both the state of Michigan and local MCA) aimed at improving the quality of emergency medical services;

Assures of EMS personnel qualifications and certifications, assuring compliance with the Local Medical Control Authority as well as State of Michigan laws, regulations, and policies of emergency medical services and care.

Prepare and present the EMS monthly activity, training, and equipment maintenance and budget status reports at all regularly scheduled, and special, meetings of the BIESA.

Meets regularly with the chairman of the board (or his appointee, or his appointed committee) to update on current status of the department as well as upcoming concerns of the department.

Ensure that all new EMS personnel have completed a department orientation process as required and approved by the state of Michigan and local MCA.

Recruit employee candidate to ensure adequate EMT coverage both at present and for the future of the department.

Serve as a conduit between EMS personnel and the township board and keep EMS personnel apprised of board policies and actions.

Present and maintain community services related to health and wellness programs, such as, Cardiopulmonary Resuscitation (CPR) training, blood pressure checks and reports and updates to the public about current health programs for local citizens.

May be asked by the board or chairman to help with other duties that relate to the township offices, emergency facilities and/or communication with the public.

Ensures all medical equipment on ambulances and fire apparatus are appropriate and in good working order and that medical supplies are at an appropriate inventory level. With no delay in ordering supplies to allow active apparatus to be unequipped for any length of time.

Serves as a liaison for EMS-related issues with State and Local regulatory agencies, base hospital personnel, other EMS and fire agencies, medical equipment suppliers, training centers, citizens, and other agencies/individuals associated with pre-hospital care. Develops and maintains effective working relations, information sharing/dissemination, conflict resolution, and compliance with applicable regulations and policies.

Monitors dispatch and radio traffic of all calls to ensure response; oversees and ensures optimal deployment and accountability for physical resources.

Responds to 911 emergencies and provides Incident Command on-scene as needed for emergency calls involving hazardous materials, natural and man-made disasters, rescue, and other critical incidents; coordinates activities with other agencies.

Attends official functions, and community meetings; makes presentations and public speeches; grants interviews to the news media regarding major departmental issues or activities.

Plan and/or coordinate the maintenance of EMS facilities and equipment to ensure continuous readiness for immediate activation if needed; and

Takes a leadership role and serves as primary department manager overseeing and coordinating critical care paramedic initiatives.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

The position requires a thorough knowledge of the laws, regulations, and policies of governing emergency medical services and care.

Considerable knowledge of advanced emergency care practices, procedures and techniques.

Ability to plan, organize and direct operations of a large multi-site emergency medical services department.

Must be capable of advanced development and management of the budget, including the ability to forecast revenues and expenditures and to analyze financial statements and audits.

Must have a strong ability to communicate orally and in writing and to maintain effective working relationships with employees and other agencies.

A thorough knowledge and skillset related to the management of employees is required, including the ability to motivate, discipline, and develop a quality workforce.

Ability to prepare clear and concise records, reports and files.

Knowledge of computers and effective procedures for their use, including an ability to use all applicable software.

Ability to read, analyze, and interpret complex documents. Ability to respond effectively to the most sensitive inquiries and complaints.

Ability to work with mathematical concepts such as fractions, percentages ratios and other functions.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

ACCEPTABLE EXPERIENCE AND TRAINING:

Acceptable but not required: Graduation from an accredited college or university with major in; public, or business administration, or Emergency Medical Services, is preferred.

Experience in advanced life support agency as an EMT-Paramedic for no less than five years supplemented with a minimum of three years of emergency medical services supervisory and management experience.

ADDITIONAL REQUIREMENTS:

Ability to obtain a valid driver's license issued by the State of Michigan and an EMT-Paramedic license in Michigan within 3 months.

Ability to obtain Northwest regional medical control authority paramedic level of function within 3 months.

To ensure the director's ability to meet with; staff, board member, and other agencies upon request; also to ensure availability during a disaster, also to ensure availability to cover on-call shifts on short notice:

- Residency within coverage area strongly encouraged within 90 days.
- Residency within 50 miles of coverage area required within 90 days.

State of Michigan Emergency Medical Services Instructor/Coordinator certification (or at a minimum ensures that a member of the BIEMS staff possesses such certification)

National Incident Management System (NIMS) certifications in ICS 100, 200, 300, 400

Advanced Cardiac Life Support Certification (ACLS) Instructor

Basic Life Support Certification (BLS) Instructor

Pediatric Life Support Certification (PALS) Instructor

Hazardous Materials Operations certification

Ability to wear respirators to include Self-Contained Breathing Apparatus

OTHER REQUISITES:

From time to time the incumbent may be assigned special duties by the BIESA Board of Directors or, on a temporary basis, may be asked to assist other local Governments and public agencies.

Although all duties listed in this description are requirements of the position, it should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work.

Every effort will be made in advance to inform the incumbent of the temporary additional assignment, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS

PHYSICAL REQUIREMENTS:

Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 lbs.) items.

ENVIRONMENTAL REQUIREMENTS: For the majority of tasks the work is performed in a controlled office environment. There are however exposures to adverse environmental conditions during emergency activities.

SENSORY REQUIREMENTS: Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

Additional job descriptions: As this position also requires the individual to operate as an “on-call paramedic” the director is also required to meet all job requirements and fulfill all job related responsibilities and duties contained in the full time paramedic job description.