



Job Title	Fire Medical Programs Coordinator	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	7	Job Code	16070

Class Specification – Fire Medical Programs Coordinator

Summary Statement:	
<p>The purpose of this position is to oversee, direct, coordinate, and manage operations and activities of medical quality assurance and quality improvement program. This is accomplished by defining, implementing, and monitoring the medical quality assurance goals and objectives; ensuring compliance with State and other applicable governing rules, regulations, and standards of care; performing high level analysis and preparing reports regarding quality assurance and quality improvement; functioning as the departments medical subject matter expert and the official custodian of all patient Protected Health Information (PHI).</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % <small>(All below must add to 100%)</small>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
70%	Develops, manages, ensures, and oversees the department’s medical quality assurance program and activities; analyzes and evaluates medical protocols and patient treatments and develops strategies to improve the provision of medical care to the citizens; identifies trends of medical care and recommends and presents proposed protocols and procedures and changes to the medical director and local emergency physicians; and evaluates, mentors, and trains paramedics to quality of care.
10%	Develops and manages the departments electronic patient care reporting program (medical FIS); determines all data entry fields for each medical procedure and defines acceptable parameters based on medical protocols; prepares aggregate data to develop department’s medical performances; and serves as custodian for electronic patient care reports and Protected Health Information (PHI).
10%	Develops and implements prospective and concurrent medical education and training by developing and writing specific curriculum; delivers Advanced and Pediatric Advanced Life Support courses; coordinates education with medical director; and evaluates EMTs and Paramedics while responding to calls for service.



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10%	Serves as the department’s medical liaison to hospitals, government agencies, and ambulance services; conducts regular meetings with hospital departments; and ensured appropriate record retention and production of records in accordance with applicable state and federal laws.
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Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in business administration, nursing, emergency medical services, fire science, or related field.
Experience: Five years of full-time responsible related program administration experience in a medical profession and three years of full-time experience as a Paramedic, Nurse Practitioner, and/ or Registered Nurse.



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
Colorado Driver's License	Upon hire
ICS 100	Within 12 months of start date
ICS 200	Within 12 months of start date
ICS 700	Within 12 months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:
Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees. Oversight of quality assurance from the EMS Field Specialists.
Supervision Received:
Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:
This job title has no budgetary responsibility.

Physical Demands:
Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Several Times per Month
Wetness and Humidity	Seasonally
Respiratory Hazards	Seasonally
Noise and Vibrations	Seasonally
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Occasionally

Machines, Tools, Equipment, and Work Aids: Ophthalmoscope, otoscope, 12-lead cardiac monitor, specialized emergency medical equipment (laryngoscope, emergent airway devices, IV equipment, splinting equipment, etc.) medical training mannequins, medical response kits, oxygen delivery equipment, and standard office equipment.



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Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: June 2015