

EMERGENCY MEDICAL SERVICES (EMS) SPECIALIST

FLSA Status: Covered

Union Representation: International Association of Fire Fighters (IAFF)

Class Summary:

Incumbents in this class are responsible for providing assistance, support, and service to the bureau emergency medical services program. The major objective of this position is to coordinate the emergency medical services training program for the Bureau of Fire, Rescue and Emergency Services on a day to day basis or to direct the work of EMS staff during a shift. Work also involves assistance and support in developing strategies, managing and coordinating implementation of programs, managing and monitoring expenditures; reviewing, analyzing and evaluating program performance. Limited coordination of staff, instructors, volunteers, other agencies and emergency response unit activities may be a component of this position. Work is performed under general direction of an administrative or program manager and is reviewed for overall effectiveness in meeting program goals and objectives. Technical supervision may be provided to lower level program or clerical staff. EMS Specialist is a temporary appointment of a current City employee who has permanent status in a sworn fire classification. EMS Specialists are appointed and removed at the discretion of the appointing authority.

Examples of Work: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Provides direction over the medical-related duties of the bureau on a shift basis; assuring Advanced Life Support (ALS) Unit staffing.

Respond to second or greater alarms, and all major medical incidents, assuming control of Medical Branch.

Assist in planning and coordinating bureau emergency medical services programs.

Participate in implementing bureau emergency medical services programs and procedures.

Facilitate communications concerning emergency medical services issues throughout the bureau.

Provides CPR instructor certification and recertification classes as needed for members of the bureau who are current instructors; CPR instructor class annually for selected members; and CPR provider classes for all bureau members.

Provides Advanced Cardiac Life Support (ACLS) recertification class for firemedics bi-annually.

Provides PreHospital Trauma Life Support (PHTLS)/Basic Trauma Life Support (BTLS) recertification classes for firemedics bi-annually.

Provides Pediatric Advanced Life Support (PALS) class for all firemedics bi-annually.

Provides reports to all EMTs in the bureau showing progress to date of compliance with OSHD CME requirements for recertification.

Requests, inventories and maintains CPR manikins; training mock-ups and models; and equipment used in training program.

Examples of Work: (continued)

Coordinates Advanced Life Support and Basic Life Support Quality Assurance; and with hospitals to provide clinical experience in selected units of the hospitals for EMTs in the Bureau.

Writes monthly lesson plans in accordance with Department of Transportation modules to maintain minimum hours required for EMT I recertification and lesson plans in conjunction with the Bureau's training division for hands-on continuing medical education drills in company and multiple company settings.

Writes written tests and evaluation forms for use in evaluation of EMTs skills and knowledge.

Reviews videotapes, company libraries and training programs for appropriateness and adherence to current local practices and protocols.

Maintains computerized records system of continuing medical education for all EMTs in the bureau.

Acts as bureau liaison with Multnomah County Training Officers, Oregon State Health Division, and Oregon Health Sciences University EMS education.

Knowledge, Skills and Abilities: (At time of appointment)

Thorough knowledge of new trends in EMS field.

Thorough knowledge of current pre-hospital care practices in Multnomah County.

Thorough knowledge of State ordinances and rules & regulations regarding pre-hospital care, physician supervisors.

Considerable knowledge of pre-hospital quality assurance or quality improvement programs.

Knowledge of computer based word processing, graphics and data base software.

Knowledge of bloodborne pathogen regulations.

Advanced skill in demonstration of procedures and skills required of EMTs and Paramedics.

Ability to write lesson plans and develop training materials.

Ability to conduct training sessions for individuals and groups with or without a formal lesson plan.

Ability to evaluate videotapes and other training materials for compliance with current national and local standards and practices.

Ability to work with doctors, nurses, paramedics and educators in coordination of classes and in teaching environments.

Ability to monitor and/or oversee instructors.

Ability to seek out suppliers of training aids and materials for the Bureau's EMT training programs.

Ability to maintain moderately complex records and files, both in computer and paper files.

Other Special Requirements:

Possession of a valid State driver's license.

Possession of American Heart Association ACLS Instructor Trainer or higher certification.

Possession of EMT I Instructor certification.

Possession of PHTLS Instructor certification.
Possession of CPR Instructor certification.
Possession of State of Oregon EMT-IV (paramedic) certification.

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Class History:

Adopted: 05-31-95
Revised: 03-29-02 (JCN Changed)
June 2009 - Change Job Class number from 5248 to 30000819, due to system change.