

PRE-HOSPITAL CARE COORDINATOR

JOB CODE: 0716-RH0160-01



Annual Salary

\$65,707-\$79,872

Benefits

In addition to the annual salary, the County offers an excellent benefit plan which includes a county contribution to health insurance, dental and vision insurance plans.

Other benefits offered by the County include:

- *1937 Act retirement plan with reciprocity with CALPERS*
- *A 457(b) deferred compensation plan*
- *12 days sick leave annually with unlimited accumulation*
- *Maximum earned vacation is 10 days each year up to 3 years; 15 days after 3 years; 20 days after 10 years; and 23 days after 20 years.*
- *10 holidays per year*
- *Educational Reimbursement Program*

General Description:

The Pre-Hospital Care Coordinator is responsible for the oversight and monitoring of the delivery of prehospital care in the EMS system; develops and implements programs related to the delivery of prehospital care, training, and quality improvement of pre-hospital and hospital personnel who provide emergency medical services.

Typical Duties:

- ◆ Plans, coordinates, implements, monitors, and evaluates the effectiveness of the delivery of ALS and BLS prehospital care within the EMS system.
- ◆ Develops, organizes, implements, reviews and maintains system-wide quality improvement program functions and activities; identifies trends for improvement; prepares statistical indicators, narrative reports and findings.
- ◆ Participates in the development and implementation of policies, procedures and treatment protocols for the delivery of pre-hospital care; maintains policy and procedure manual.
- ◆ Initiates, investigates, and implements emergency medical personnel disciplinary review process pursuant to State of California guidelines and regulations; establishes findings and makes recommendations to the EMS Administrator and EMS Medical Director; carries out initial contact and information gathering for evaluation of complaints regarding the advanced life support program.
- ◆ Monitors ALS training programs; reviews performance of instructors; makes recommendations regarding improvement of curriculum and training process; assists EMS Specialist in evaluating and monitoring training program compliance.
- ◆ Prepares written reports and correspondence; plans meeting agendas; maintains minutes and files on related meetings; speaks before groups; may disseminate information on Emergency Medical Services programs to the public. Provides staff assistance to various committees as assigned; acts as liaison with provider and hospital agencies as assigned.
- ◆ May serve as the EMS Duty Officer providing assistance and resources to allied agencies during disaster and multi-casualty incidents; may act as Regional Disaster Medical Health Coordinator or Medical Health Operational Area Coordinator as directed; critiques disaster and multi-casualty incidents as needed.
- ◆ Assists the EMS Administrator in the evaluation and implementation of Emergency Medical Services projects, grant programs, or other duties as assigned.
- ◆ Develops and provides monthly ALS Policy and Skills Review training and practical examinations for new and recrediting paramedics and MICNs; plans and directs quality improvement meetings, and continuing education sessions.

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Minimum Qualification

Education: Graduation from an accredited four-year college or university with major in public administration, business administration, health care administration, or a closely related field.

Experience: Three years of experience equivalent to either (1) the class Pre-hospital Care Coordinator in San Joaquin County, or (2) a Mobile Intensive Care Nurse (MICN) in an emergency department of an acute care hospital, or (3) a paramedic on an advanced life support unit.

Substitution: Graduation from an accredited two-year college with two years of direct administrative experience in emergency medical services systems and programs may substitute for graduation from an accredited four-year college or university with major in public administration, business administration, health care administration, or a closely related field.

Licenses and Certificates: Possession of a license issued by the State of California as a registered nurse or paramedic.

Emergency Medical Services Agency About the Department

The Board of Supervisors created the San Joaquin County EMS Agency under authority of the California EMS Act to plan, implement, and evaluate the emergency medical services system, consisting of an organized pattern of readiness and response services based on public and private agreements and operational procedures.

The EMS Agency provides medical control of the EMS system while serving as the lead agency for prehospital care, trauma planning, and other specialty care systems. The EMS Agency approves and oversees provider and hospital CQI programs, leads peer-to-peer CQI activities, manages individual and provider performance improvement plans and investigates citizen complaints, unusual occurrences, and conducts EMS personnel formal investigations.

The EMS Agency maintains an on-call EMS Duty Officer 24 hours a day/seven days a week to respond to mutual aid requests; coordinate disaster medical operations and to assist hospitals and providers in managing the EMS system. The on-call EMS Duty Officer also serves as the medical health operational area coordinator designee under the direction of the EMS Administrator.

Mission Statement

The San Joaquin County EMS Agency's mission is to ensure the efficient and effective delivery of emergency medical services and disaster response for the citizens and visitors of San Joaquin County.

To learn more about San Joaquin County Emergency Medical Services Agency, visit: www.sjgov.org/ems

APPLICATION SUBMITTAL AND SELECTION PROCEDURES

The competitive process includes submittal of completed San Joaquin County Employment Application and responses to Supplemental Questions. Resumes will not be accepted in lieu of the required application materials. Completed application package must be submitted to the Human Resources Division. **The final filing date for this recruitment is July 29, 2016.** Applications materials may be obtained from and submitted to:

San Joaquin County Human Resources
44 N. San Joaquin Street Suite 330
Stockton, CA 95202
Tel: 209.468.3370
Fax: 209.468.0508

Or apply on-line at: www.sjgov.org/hr

All application materials will be reviewed to determine if candidates possess the minimum qualifications required for the position. All qualified applicants will be invited to participate in an oral examination which may include a practical or writing exercise. Those who successfully pass the examination will be placed on an eligible list. The top ranks will be referred to Emergency Medical Services for the hiring interview. For selection procedures, please visit: www.sjgov.org/hr.

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SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately, limit-one page per question. When describing your experience, please include name of employer, dates of employment, and your job title. The answers to this questionnaire will be used to demonstrate your qualifications for the position.

1. Please explain how your experience, education and training contributes to your ability to analyze, interpret and communicate a complex issue. Include a description of a project you worked on, the issues addressed, recommendations made, and the results of the proposed recommendations.
2. Please describe your experience, education and/or training which demonstrate your ability to perform investigations and apply laws, rules, regulations and policies relating to EMS personnel licensure and certification action.
3. Please describe your experience, education and/or training which demonstrate your ability to understand, interpret and apply laws, rules, regulations and policies relating to Emergency Medical Services. Describe how this experience relates to the job duties listed for this position. As you describe your experience give details about your level of authority and responsibility; provide examples of any critical/sensitive issues that were addressed and how they were resolved.
4. Please describe your knowledge of quality improvement, and include in your response any quality or performance improvement related work experience that demonstrates your skill and ability to perform the duties of the Pre-hospital Care Coordinator.
5. Describe in detail your experience developing operational policies and patient treatment protocols. Include in your description your level of participation and level of authority.