



Virginia Beach Department of Emergency Medical Services



CASS # 101.02.03

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Administration

REGULATION & ENFORCEMENT COORDINATOR JOB STATEMENT

Summary Position Description

Manages and coordinates the regulation & enforcement division of EMS for the EMS Chief, performing EMS ambulance agency oversight/regulation, EMS lifeguard supervision, infection control & enforcement, mandate compliance & regulation; does related work as required.

Critical Elements of Performance

Conducts regulation and enforcement activities of commercial and municipal ambulance services to ensure compliance to rules, regulations, policies and medical control oversight of the state department of Health and the department of EMS; conducts effective and maximum utilization of medical control oversight standards to ensure that medical direction of emergency medical control for all basic and advanced life support care in the field; ensures that all communications that directly and indirectly involve the provision of medical care to maximize the quality of care by qualified public personnel and ensure that the standard of care is maintained; regulate, coordinate, monitor and enforce compliance of lifeguard services to ensure that life-saving services are maintained at all water-related emergencies in keeping with the standard of care; enforcement of all federal and state mandates related to EMS to ensure safety of city employees and volunteers as well as patients; acts as a liaison between other department and division heads and with outside agencies on matters of mutual interest to maintain interagency coordination; assists in the coordination and preparation of the annual budget to ensure proper utilization of funds to meet the goals of the system.

Performance Standards

Thoroughly and competently manages the regulation and enforcement of all pre-hospital emergency medical services programs in accordance with standards in the field of medical control & quality improvement; reliably and accurately conducts and reports medical care results in a standardized form; effectively and diplomatically performs liaison activities for the division; works well without

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written rules and procedures; responds to requests for information promptly; effectively communicates orally and in writing; accurately, and with insight, identifies sources of information and anticipates problems and alternate resolutions; adequately performs field observations in accordance with standard procedure; provides accurate figures in budget calculations.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge

1. Knowledge of EMS regulation, principles and practices.
2. Knowledge of administrative and operational principles, techniques and practices of commercial ambulance services.
3. Knowledge of divisional objectives as related to divisional procedures and organization.
4. Knowledge of the methods of program goals and budget preparation.
5. Knowledge of employee supervision, practices and principles.
6. Knowledge of specialized practices, principles and techniques of emergency medicine.
7. Knowledge of statistical research and analysis.
8. Knowledge of basic electronic communications.

B. Skills

1. Skill in verbal and written expression when explaining regulation problems and procedures.
2. Skill in problem solving in highly specialized EMS medical control issues.
3. Skill in letter writing, report compilation, computer analysis and programming.
4. Skill in the formulation, interpretation and application of policies and procedures.

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5. Skill in counseling employees.
6. Skilled in the performance of a certified EMT-P.

C. Abilities

1. Ability to present analytical facts and formulate recommendations effectively both orally and in writing.
2. Ability to speak and write clearly in English.
3. Ability to establish and maintain effective working relationships with City Officials, employees and the general public.
4. Ability to coordinate and manage the regulation and enforcement unit.
5. Ability to plan and supervise the work of others.

Minimum Qualifications

Requires any combination of education (above the high school level) and/or experience equivalent to nine (9) years, in the field of health care (five in the area of pre-hospital patient care), associated with such positions as Quality Assurance Coordinator or Program Manager.

Preferred:

Graduation from college/University with major work in health care, Public Administration, or related field.

This job statement shall become effective upon the approval of the Chief of Emergency Medical Services.

APPROVED:

 9/13/2004

EMS Chief

Date

LEGAL REVIEW

Signature on File

City Attorney's Office Date

Originated Revised
9/13/2004

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9/13/2004