



Virginia Beach Department of Emergency Medical Services



CASS # 101.02.03

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Administration

ATTENDANT-IN-CHARGE JOB STATEMENT

I SUMMARY POSITION DESCRIPTION:

Manages and coordinates the activities of an ambulance crew and associated resources for the Department of Emergency Medical Services; does related work as required.

II. CRITICAL ELEMENTS OF PERFORMANCE:

Assumes responsibility for the safety, management, and coordination of the ambulance crew and patient; ensures that vehicle and equipment are in proper working order; directs crew in performance of life support procedures according to medical protocol; ensures effective field training conducted for probationary members; performs under general supervision.

III. PERFORMANCE STANDARDS:

Effectively supervises the actions of the ambulance crew; maintains the ambulance and its equipment in a ready condition; responds to calls and operates in a safe, efficient, professional manner; administers medical treatment to and transports sick or injured patients to a medical facility; ensures that all crew members progress in their training paths.

IV. KNOWLEDGE-SKILL-ABILITY REQUIRED TO PERFORM SATISFACTORILY:

Knowledge:

1. Comprehensive knowledge of Department of Emergency Medical Services ambulance operations.
2. Comprehensive knowledge of emergency medical services principles and techniques.
3. Comprehensive knowledge of the TEMS Regional Protocols.

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Skill:

1. Skill to perform the duties required of a Virginia certified Emergency Medical Technician or above.
2. Skill and experience in the operation of an ambulance, equipment, and communication systems.

Ability:

1. Ability to manage a small team of EMS providers.
2. Ability to work well with others.
3. Ability to establish and maintain cooperative relationships
4. Good physical and mental condition, capable of performing all assigned duties.

V MINIMUM QUALIFICATIONS:

Must be certified as a Virginia Emergency Medical Technician or above; have DDC or EVOC; and supplemented with additional locally specific courses as required by the Department of EMS; completion of Department of EMS Attendant-in-Charge (AIC) training packet.

VI. ADDITIONAL QUALIFICATIONS:

Must possess a valid Virginia or North Carolina vehicle operator's permit.

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This policy 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
9/13/2004

Revised