Job Description

EMS System Medical Director

FLSA Status: Standard/Exempt
Class Code: 13370
Approved: October 01, 1995

EEO Category: (10) Official/Administrator
Salary Grade: E00
Last Revised:

Purpose:
Under nominal direction, responsible for clinical oversight of pre-hospital treatment rendered by Austin/Travis County EMS System personnel including over 35 agencies and 1,700 personnel currently practicing under the physician license of the Medical Director.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Responsible for medical oversight by delegating authority for all aspects of patient care to ensure maintenance of accepted standards of EMS medicine practice. This includes credentialing of certified and licensed emergency medical technicians and nurses in the following areas: City of Austin employees, Travis County employees, corporate response teams and system volunteers. This includes the responsibility and authority to suspend or decredential any Austin/Travis County EMS System Personnel and/or report the incident to the Texas Department of Health.

2. Responsible for establishment, implementation and modification of Standards of Care, the field practice of medicine, Communication Standards and Quality Improvement. Implementation, evaluation, and testing of all systems providers practice according to Standards of Medical Care.

3. Develop, implement, and revise policies and procedures of pre-hospital care, patient triage, transport, transfer, dispatch, extrication, rescue, communications, and education development, and training by System Credentialing process.


5. Develop guidelines for review of any incident, which potentially has an adverse or negative impact on the patient or system.

6. Liaison with various local, regional, state and national medical communities regarding emergency medical service system by reviewing and responding to community needs.

7. Define scope of responsibility to credentialed emergency medical technicians and nurses and provide policy and procedures authority for control of medical services provides at the scene of a medical emergency.

9. Analyze employee and business needs and develop short and long-range strategies, goals, and action plans, budget requirements to meet those needs.
10. Be a member of the Travis County Medical Society and actively participate in the EMS Medical Director position on the ED/EMS Committee

Responsibilities - Supervision and/or Leadership Exercised:
- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and credentialing.

Knowledge, Skills, and Abilities:
Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of the principles and practices of pre hospital care.
- Knowledge of City of Austin, Travis County, local, state and federal laws pertaining to pre hospital care.
- Knowledge of City of Austin/Travis County inter local agreement
- Knowledge of City of Austin/Travis County EMS Clinical Practice System Standards of Care and System Credentialing process
- Knowledge of the practices and principals of leadership, management and supervision.
- Knowledge of Incident Command practices and principals.
- Knowledge of radio and personal communications equipment use and application.
- Knowledge of computer aided dispatch systems, their use and application.
- Knowledge of and skill in emergency vehicle driving skills.
- Skill in providing direction for employees to ensure efficient customer service.
- Skill in establishing and maintaining good working relationships with support agencies.
- Skill in the application of training, supervisory and management practices.
- Skill in technical writing and budget preparation.
- Skill in operations forecasting and grand strategy design and implementation.
- Skill in communicating effectively with various customers including patients, EMS personnel, City of Austin/Travis County boards and commissions, executives, managers, personnel, and general public.
- Skill in establishing and maintaining effective working relationships with patients, EMS personnel, City of Austin/Travis County boards and commissions, executives, managers, personnel, and general public.
- Ability to handle conflicts and provide resolutions

Minimum Qualifications

Education and/or Equivalent Experience:
- Graduation from a college or university accredited by the American Medical Association with a Doctor of Medicine degree.
- Experience in the evaluation and management of acutely ill and injured patients in the out-of-hospital environment

Licenses or Certifications Required:
- License to practice medicine in the State of Texas.
- Class ‘C’ driver’s license

Physical Requirements:
- **Unimpaired mobility:** Must be able to quickly respond to ambulance, must be able to access patients in difficult terrain, must be able to climb stairs, must be able to work in close and dangerous environments such as damaged vehicles, must be able with partner to carry equipment and patients weighing up to 180 pounds.

- **Physical Abilities:** Must be able to perform strenuous physical requirements such as CPR, lifting and moving of equipment and patients in a variety of environmental conditions. Must be able to swim at the basic survival level.

- **Fine Motor Skills:** Must be able to perform required medical skills and techniques, such as bandaging, splinting, establishing an IV, performing endotracheal intubation and other advanced airway techniques, manual defibrillation, pleural decompression.

- **Vision:** Must have correctable vision acceptable for day and night operation of emergency vehicles, must have color acuity adequate for determination of skin and blood color, must be able to read medication dosages on drug labels and syringes.

- **Hearing:** Must be able to hear and understand information provided by patients, family or bystanders; must be able to hear breath sounds and accurately determine auscultated blood pressures; must be able to differentiate separate conversations in active, distracting environments; must be able to hear and understand radio traffic when responding with lights and sirens.

- **Speech:** Must be able to speak and enunciate clearly and at a level audible to others in loud conditions, must be able to speak clearly in stressful situations, must be able to verbally communicate with patients, families and other emergency personnel.

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This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.