

EMS CAPTAIN

JOB TITLE: CAPTAIN
PAY: GRADE 10 (\$42,827 - EXEMPT)
REPORTS TO: EMS DIRECTOR OF OPERATIONS
DEPARTMENT: EMS
DATE REVISED: OCTOBER 20, 2005

DEFINITION:

PERFORM COMPLICATED MEDICAL PROCEDURES UNDER BOTH FAVORABLE AND ADVERSE CONDITIONS. IMPLEMENT CLINICAL AND OPERATIONAL POLICIES AND DIRECTION. DIRECTS AND COORDINATES A COMPREHENSIVE PRE-HOSPITAL EMERGENCY MEDICAL SERVICES DEPARTMENT IN THE ABSENCE OF THE EMS DIRECTOR OF OPERATIONS.

SUPERVISION RECEIVED AND EXERCISED:

RECEIVES SUPERVISION FROM **EMS DIRECTOR**, EMS MEDICAL DIRECTOR, ON-LINE MEDICAL CONTROL, OFF-LINE MEDICAL CONTROL, ON-SCENE MEDICAL CONTROL, ON-SCENE UNIFIED COMMAND.

EXERCISES SUPERVISION TO FIRST RESPONDERS, ECA'S, EMT'S, EMT-INTERMEDIATE, PARAMEDICS, LIEUTENANTS, MEDICAL EXPLORERS, COMMUNITY SERVICE WORKERS, AND FILL IN OTHER SUPERVISORY DUTIES AS NEEDED BY THE DIRECTOR OF EMS. ENTIRE CHAIN OF COMMAND BELOW THE DIRECTOR OF EMS. THE CAPTAIN ASSUMES ALL DUTIES OF THE DIRECTOR OF EMS IN HIS/HER ABSENCE. THE CAPTAIN WILL OVERSEE THE EMS LIEUTENANTS AND ASSURE DUTIES ARE ACCOMPLISHED BY ASSISTING AS NEEDED.

SUPERVISORY RESPONSIBILITIES AND DUTIES :

CLINICALLY RELATED OPERATIONS:

1. WHEN ON DUTY, THE EMS CAPTAIN IS THE SENIOR RANKING EMS EMPLOYEE (BELOW THE DIRECTOR) AND WILL RESPOND TO ALL MAJOR VEHICLE ACCIDENTS, CARDIOPULMONARY ARREST, RESPIRATORY ARREST, AND ANY OTHER CALLS AT

HIS/HER AND THE DIRECTORS DISCRETION. THE CAPTAIN POSITION IS AN EVOLVING POSITION THAT MUST CHANGE ANNUALLY TO CONFIRM TO AN EVER CHANGING EMS DEPARTMENT. CURRENTLY THE CAPTAIN POSITION WILL WORK PRIMARILY ON AN EMS AMBULANCE. APPROXIMATELY 70-80% OF HIS HER TIME WILL BE SPENT STAFFING AN EMS AMBULANCE. THE REMAINING TIME WILL BE SPENT PERFORMING ADMINISTRATIVE DUTIES AND STAFFING AN EMS SUPERVISOR VEHICLE. THE MAJORITY OF THE TIME THIS IMPORTANT CLINICAL OVERSIGHT IS PERFORMED BY THE DIRECTOR OF EMS BUT THESE DUTIES WILL BE SPLIT WITH THE CAPTAIN WHEN NEEDED.

- A. THE PRIMARY OBJECTIVE WHEN STAFFING HIS/HER SUPERVISOR VEHICLE IS TO OVERSEE INTENSIVE/CRITICAL MEDICAL AND TRAUMATIC SCENES AND PROVIDE MANPOWER ASSISTANCE AS NEEDED AND TO COVER "ON CALL SITUATIONS".
 - B. THE SECONDARY OBJECTIVE IS TO REDUCE THE NUMBER OF TIMES A BACK UP (SECOND) AMBULANCE IS REQUESTED FOR SUPERVISION, PARAMEDIC SKILLS AND MAN POWER.
2. AT TIMES DURING STAFFING SHORTAGES THE CAPTAIN WILL RESPOND IN HIS/HER RESPONSE VEHICLE AS WELL. WHETHER IT IS A PENDING CALL OR SIMPLY A MAJOR EVENT. THE CAPTAINS ABILITY TO RESPOND WITH LIFESAVING MEDICAL EQUIPMENT AND CLINICAL EXPERTISE IS INVALUABLE. THE CAPTAIN WILL ALSO BE UTILIZED TO FILL A POSITION AT TIMES WHEN AN EMPLOYEE CALLS IN OR LEAVES DUE TO ILLNESS OR INJURY. THE CAPTAIN WILL WORK UNTIL A REPLACEMENT CAN BE SUMMONED.
 3. THE CAPTAIN WILL ALSO RESPOND WHILE ON DUTY (AND IS SUBJECT TO RECALL) IN HIS/HER EMS RESPONSE VEHICLE TO SCENES BOTH MEDICAL & TRAUMATIC WHEN NO OTHER AMBULANCE/UNIT IS AVAILABLE. TO PROVIDE ADVANCED LIFE SUPPORT UNTIL A UNIT/AMBULANCE CAN ARRIVE FOR TRANSPORT.
 4. PERFORM LT. TRAINING AND ORIENTATIONS AND PROVIDE CRITICAL OVERSIGHT TO THESE POSITIONS.
 5. THE CAPTAIN WILL ALSO ASSIST THE CLINICAL IMPROVEMENT AND COMPLIANCE LT. IN NEW EMPLOYEE CLINICAL AND FIELD ORIENTATIONS

- A. THIS IS AN EXTENSIVE PROCESS INCLUDING OVER 30 HOURS OF DIDACTIVE LECTURING COVERING BROAD AND COMPREHENSIVE EMERGENCY MEDICINE AND OPERATIONAL POLICIES.
 - B. THIS ALSO INCLUDES NUMEROUS HOURS OF FIELD INTERNSHIP AND SUPERVISION.
6. ASSIST THE DIRECTOR AND PERFORMING FIELD EVALUATIONS (CHECK RIDES) OF THE PARAMEDICS AND EMT'S TO ASSURE COMPETENCY AND LEVEL OF CARE BEING PROVIDED.
 7. RETRAIN CURRENT OR NEW EMPLOYEES ACCORDING TO OUR CURRENT RETRAINING POLICY.
 8. ASSIST THE DIRECTOR AND TRAINING LT. IN PERFORMING MONTHLY MEDICAL CONTINUING EDUCATION FOR THE WASHINGTON COUNTY EMS EMPLOYEES.
 9. WILL ASSSIST IN COVERING EMS ADMINISTRATIVE DUTIES OR ASSIST IN TEACHING DURING EMS TDSHS PROVIDER COURSES.
 10. ATTEND MEETINGS WITH AXILLARY DEPARTMENTS OR ANY MEETING AS SEEN FIT BY THE DIRECTOR OF EMS.
 12. WILL OVERSEE ALL VEHICLE MAINTENANCE ISSUES.
 - A. THE LT. IN CHARGE OF VEHICLE OPERATIONS WILL REPORT DIRECTLY TO THE CAPTAIN ON A NEAR DAILY BASIS.
 13. OVERSEE ALL EQUIPMENT REPAIR (BOTH MEDICAL AND NON MEDICAL EQUIPMENT)
 14. OVERSEE ORDERING SUPPLIES (BOTH MEDICAL AND NON MEDICAL)
 15. COMMUNICATION ISSUES (BOTH MECHANICAL AND INTERDEPARTMENTAL ISSUES)
 16. ANY OTHER OPERATIONAL DUTIES THAT THE DIRECTOR DESIRES.
 17. WILL OVERSEE, MANAGE AND COORDINATE ALL OPERATIONAL ISSUES AS DIRECTED BY THE EMS DIRECTOR.

18. ACQUIRE BIDS FOR EMS PURCHASES
19. PURCHASE APPROVED EMS BIDS.
20. APPROVE SICK AND VACATION FOR PERSONNEL FOR ALL EMPLOYEES.
21. OVERSEE ALL BUILDING MAINTENANCE ISSUES.
22. RELIEVE ANY EMPLOYEE NOT FIT FOR DUTY OR ABILITY IS IN QUESTION.
23. COORDINATE MUTUAL AID REQUEST.
24. ATTEND ALL ADMINISTRATIVE MEETINGS IN THE ABSENCE OF THE DIRECTOR
25. FILL EMS DIRECTORS POSITION IN HIS/HER ABSENCE.
26. OVERSEE MONTHLY WORK SCHEDULE.
27. PERFORMS AS UNIFIED COMMANDER.
28. REVIEW EMS DOCUMENTATION OF QUALITY ASSURANCE PURPOSES OF PATIENT CARE ISSUES.
29. ASSIST IN BUDGET PROCESS.
30. KEEPS DIRECTOR OF EMS ADVISED OF INCIDENTS BY INCIDENT REPORTS.
31. HOLD SAFETY MEETINGS AS INDICATED.
32. ATTEND STATE HEALTH DEPT. MEETINGS AS NEEDED.
- 36 .WILL OVERSEE PUBLIC RELATIONS COORDINATOR FOR WASHINGTON COUNTY EMS
 - A. WILL MAKE ARRANGEMENTS FOR PUBLIC RELATION EVENTS AND EITHER BE AT THE EVENT OR MAKE ARRANGEMENTS FOR OTHER STAFF MEMBER TO PRESENT INFORMATION. WILL BE RESPONSIBLE FOR SCHEDULING THE EVENTS THROUGHOUT THE YEAR.

RESPONSIBILITIES AND DUTIES (MEDICAL / EMERGENCY MEDICINE)

1. PERFORM COMPLICATED BASIC AND ADVANCED LIFE SUPPORT SKILLS BASED ON SKILL LEVEL OF CERTIFICATION OR LICENSE. FOLLOWS EMS STANDARD OPERATING PROCEDURES, EMS PROTOCOLS, AND ANY MEDICAL PROCEDURES AUTHORIZED BY EMS MEDICAL DIRECTORS AND EMS MEDICAL DIRECTOR.
2. PERFORM COMPLICATED COMPUTER, ELECTRONIC, AND PAPER REPORTS FOR AMBULANCE PATIENT/BILLING REPORTS
3. ASSUME MEDICAL COMMAND OF CRITICAL INCIDENTS UNTIL RELIEVED OF DUTY BY HIGHER CHAIN OF COMMAND AUTHORITY.
4. PERFORMS INTENSIVE INSPECTIONS OF EMS VEHICLES, REQUIRED SUPPLIES AND EQUIPMENT.
5. SHALL REPORT DIRECTLY TO THE ASSISTANT DIRECTOR AND DIRECTOR.
6. BE ABLE TO FIGURE VERY COMPLICATED AND TEDIOUS DRUG CALCULATIONS DURING MEDICAL EMERGENCIES.
7. SHALL PROVIDE COMPLICATED TWO WAY RADIO AND MOBILE PHONE COMMUNICATIONS.
8. STAY ABREAST OF FEDERAL, STATE AND LOCAL LAWS, RULES AND REGULATIONS.
9. PERFORM A VARIETY OF RESCUE PROCEDURES INVOLVING HIGH RISK OF INJURY OR DEATH.
- 10.PERFORM ON HIGH RISK AMBULANCE CALLS INVOLVING A VARIETY OF VIOLENT AND CRIMINAL ACTS.
- 11.SECURE A POSSIBLE CRIME SCENE UNTIL LAW ENFORCEMENT AGENCIES ARRIVE.
- 12.MAINTAIN CURRENT REQUIREMENTS OF CE, ETC.. REQUIRED BY THE STATE OF TEXAS AND STAY CURRENTLY CERTIFIED / LICENSED.
- 13.ATTEND MANDATED EMS AND TRAINING MEETINGS.
- 14.FOLLOW COUNTY EMPLOYEE POLICIES WITHOUT EXCEPTIONS.

15.FOLLOW EMS SUPPLEMENTAL POLICIES WITHOUT EXCEPTIONS.

16.RESPOND IMMEDIATELY TO DISPATCHER OR EMS DIRECTOR WHEN REQUESTED OR IN DOUBT AFTER BEING PAGED, TELEPHONE, OR RADIOED.

17.MUST BE ABLE TO OPERATE AN EMS VEHICLE UNDER EMERGENCY AND ON EMERGENCY CONDITIONS IN A SAFE MANNER.

18.ASSIST PUBLIC AND OTHER PROFESSIONALS WITH COMPLAINTS AND PROBLEMS.

QUALIFICATIONS:

1. STATE CERTIFIED OR LICENSED PARAMEDIC
2. MINIMUM 18 YEARS OF AGE.
3. HIGH SCHOOL GRADUATE OR GED
4. HAVE EXCELLENT DRIVING RECORD
5. MUST BE ABLE AND QUALIFIED TO DRIVE EMERGENCY MEDICAL VEHICLES IN A SAFE MANNER.
6. HAVE EXCELLENT VERBAL, COMMUNICATIONS, AND PUBLIC RELATIONS SKILLS.
7. PREFERRED 3-5 YEARS EXPERIENCE WITH THIS EMS SERVICE OR MANAGEMENT DUTIES OF OTHER EMERGENCY AND NON EMERGENCY MEDICAL SERVICES.
8. DUE TO THE ENORMOUS TRAINING REQUIREMENTS OF THIS POSITION, IT IS RECOMMENDED THAT THE EMPLOYEE BE A TEXAS DEPT. HEALTH CERTIFIED EMS – INSTRUCTOR OR ACTIVELY SEEKING THIS CERTIFICATION

ENVIRONMENTAL CONDITIONS:

1. LONG WORKING HOURS WITH **VERY FLEXIBLE SCHEDULE** THAT CAN ACCOMPLISH THE OCCASIONAL SHIFT WORK WHEN

NECESSARY TO PERFORM CLINICAL FIELD EVALUATIONS OR AS A FILL IN PARAMEDIC.

2. EXTREMELY HAZARDOUS CONDITIONS INVOLVING BUT NOT LIMITED TO: EXPLOSIONS, NATURAL DISASTERS, AUTO ACCIDENTS, FIRES, VIOLENCE OF ALL TYPES, EXPOSURE TO LIFE THREATENING AND CONTAGIOUS ILLNESS, SUCH AS HEP, TB, AND HIV PATIENTS.
3. EXTREMELY COLD AND HOT ENVIRONMENTS FOR LONG PERIODS OF TIME.
4. EXTREMELY LONG STANDBY OPERATIONS.
5. OFFICE ENVIRONMENT WITH EXPOSURE TO UPSET AND IRATE PEOPLE.

ABILITY TO:

1. LEARN TO CORRECTLY INTERPRET, APPLY AND FOLLOW POLICIES AND PROCEDURES OF THE FUNCTION TO WHICH ASSIGNED.
2. UNDERSTAND THE COUNTY'S AND EMS ORGANIZATION'S OPERATIONS ALONG WITH THE OUTSIDE AGENCIES. AS NECESSARY TO PERFORM ASSIGNED RESPONSIBILITIES.
3. WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION.
4. OPERATE AND USE MODERN OFFICE EQUIPMENT, COMPUTERS, MEDICAL EQUIPMENT, PAGING SYSTEMS AND NUMEROUS SOFTWARE APPLICATIONS.
5. MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK.
6. OPERATE AND TROUBLE-SHOOT COMPLICATED MEDICAL EQUIPMENT SUCH AS ETCO2 MONITORS, SPO2 MONITORS, 12-LEAD ECG'S, ETC....
7. MAINTAIN PHYSICAL CONDITION APPROPRIATE TO PERFORM THE ASSIGNED DUTIES AND RESPONSIBILITIES WHICH INCLUDE THE FOLLOWING:
 - A. STANDING, SITTING, DRIVING, RUNNING, CRAWLING, FOR EXTENDED PERIODS OF TIME.

- B. LIFTING AND CARRYING PATIENTS OR EQUIPMENT IS EXCESS OF 100 POUNDS
- C. KNEELING DURING ASSIGNED ACTIVITIES, INCLUDING LONG PERIOD OF CPR
- D. MAINTAINING EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION NEEDED FOR:
 - I. MAKING OBSERVATIONS
 - II. READING AND WRITING
 - III. RESPONDING TO QUESTIONS AND INQUIRIES
 - IV. COMMUNICATIONS WITH FELLOW EMPLOYEES

KNOWLEDGE OF:

- 1. ENGLISH USAGE, SPELLING, GRAMMAR, PUNCTUATION.
- 2. MEDICAL TERMINOLOGY USAGE, SPELLING, AND GRAMMAR
- 3. TELEPHONE TECHNIQUES AND ETIQUETTE.
- 4. BASIC AND ADVANCED MATHEMATICAL PRINCIPLES.
- 5. PRINCIPLES AND PROCEDURES OF MEDICAL REPORT AND EMS BILLING RECORD KEEPING AND WRITING.
- 6. THE EMS STANDARDS AND OPERATIONS GUIDELINES SET FORTH BY TEXAS DEPT. OF STATE HEALTH SERVICES AND THE EMS DIRECTOR.
- 7. THE COUNTY'S BUDGET PROCESSES.
- 8. ABILITY TO LEARN AND UNDERSTAND MULTI-MEDIA TECHNOLOGY THAT WILL ENABLE THEIR PRESENTATION SKILLS.