

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Member Guidelines- Officer / Committee Head Duties & Responsibilities</i>	SOG #101-003
		Initiated: September 2023
Approved: Chief Christopher J. Reynolds	Revised: N/A	

Description: To ensure proper management of the organization and to keep all facets running efficiently LPEMS has Line Officer and Committee Head Positions. These positions are filled by members appointed by the Chief of Operations to assist with the designated duties and responsibilities.

Purpose: The primary responsibility of LPEMS members is to provide quality care and documentation of that care in accordance with their designated position descriptions and the mission, vision, and values of this organization. Additionally, to ensure efficient care and management multiple facets of this organization need to run simultaneously and that is accomplished in a team format. This SOG outlines the positions and duties of each of these teams located under the Ambulance Committee umbrella.

Procedure: All members of LPEMS will fall under and follow the Chain of Command as outlined in SOG 100-002 and 100-003. The following are the positions and committees currently identified at LPEMS.

Line Officers

Line officers are members responsible for overseeing, evaluating, coordinating, and managing career staff and volunteers engaged in EMS operations. Line Officers may have responsibility for incidents that may require supervision of on-scene personnel as well as command, control and operational decision making as part of the Incident Command Structure.

Line Officers are designated as: Chief, Deputy Chief, Assistant Chief, Captain, Lieutenant; each position has a designated assignment and officers are responsible for assignments outlined in Appendix 101-003A through 101-003E.

Committee Heads

Committee Heads are members responsible for ensuring that Committee duties and responsibilities are completed in accordance with LPEMS expectations. Committee heads may appoint with the approval of the Chief of Operations as many members as needed to ensure completion of duties. Committee Heads and Members will be required to sign additional position descriptions and will be held to the expected standards.

Committees

The following list is the current list of active committees at LPEMS.

- Building Supply and Maintenance – The Committee is responsible for ordering and stocking non-medical supplies in all LPEMS Stations. Additionally responsible for minor station maintenance and upkeep.
 - Committee is lead by Building Maintenance & Station Supply Coordinator in accordance with position description as outlined in Appendix 101-003F.

- Clinical Care Committee- The committee is responsible for overseeing clinical performance and appropriateness in the field. Additionally, will review equipment needs and conditions.
 - The committee is led by the Clinical Care Coordinator in accordance with position description as outlined in Appendix 101-003G.
 - Clinical Care Coordinator by position will also be appointed as a Line Officer and will additionally follow position description as outlined in either Appendix 101-003B or 101-003C.
 - The Clinical Care committee will be made of the following: Clinical Care Coordinator, one member of QA Committee, one member of the Training Committee, one member from Management, one Paramedic at large, and one EMT at large.
 - Committee Coordinator from QA and Training will be responsible for either being the representative or appointing a member on the committee to be the representative.
- Engineering Committee – The committee is responsible for maintenance and training on LPEMS vehicles. The committee will also work in conjunction with the clinical care committee and Chief to make suggestions and recommendations for new vehicle purchases.
 - The committee is led by the Engineer in accordance with position description as outlined in Appendix 101-003H.
- Medical Supply Committee- The committee is responsible for ordering and stocking all medical supplies at LPEMS except for medications.
 - The committee is led by the Medical Supply Coordinator in accordance with position description as outlined in Appendix 101-003I.
 - This position may be merged into the Clinical Care Committee if deemed necessary or appropriate by the Clinical Care Coordinator and/or Chief.
- Quality Assurance Committee (QA)- The committee is responsible for ensuring proper completion, accurate documentation, and appropriate treatments of all LPEMS ePCR's.
 - The committee is led by the QA Coordinator in accordance with position description as outline is Appendix 101-003J.
- Stand-by and Public Relations Committee- The committee is responsible for coordination and scheduling of Stand-by and Public Relation requests. Will work hand in hand with the Public Relations Specialist.
 - The committee is led by the Stand-by and Public Relations Coordinator in accordance with position description as outlined in Appendix 101-003K.
- Social Media Committee- The committee is responsible for ensuring proper organizational messages are conveyed via the website and social media channels. Will work hand in hand with the Public Relations Specialist and the Stand-by and Public Relations Committee.
 - The committee is led by the Social Media Coordinator in accordance with position description as outlined in Appendix 101-003L.

- Technology Committee- The committee is responsible for all technological aspects of the organization. Will work hand in hand with the Chief and Director.
 - The committee is led by the Technology Coordinator in accordance with position description as outlined in Appendix 101-003M.

- Training Committee- The committee is responsible for coordinating and overseeing all aspects of training and training record management for the organization. This position works hand in hand with the QA and Clinical Care Committee.
 - The committee is led by the Training Officer in accordance with position description as outlined in Appendix 101-003N.

- Uniform Committee- The committee is responsible for ordering, issuing, and inventorying all uniform and safety apparel.
 - The committee is led by the Uniform Coordinator in accordance with the position description as outlined in Appendix 101-003O.

- Volunteer Committee- The committee is responsible for managing and guiding the volunteer members of the organization.
 - The committee is led by the Volunteer Coordinator in accordance with the position description as outlined in Appendix 101-003P.
 - This position reports directly to the Training Officer.

