

	<b>Lower Providence Emergency Medical Service Standard Operating Guidelines</b>	
	<b>Subject:</b> <i>Member Guidelines</i> – Assistant Chief (s) Position Description	<b>SOG #101-003C</b>
	<b>Approved:</b> Chief Christopher J. Reynolds	<b>Initiated:</b> April 2023  <b>Revised:</b> N/A

## Classification

Compensated Officer (Assistant Chief (s))

## Reports to

Chief of Operations

## POSITION DESCRIPTION

### Summary/Objective

The Assistant Chief shall be designated to act instead of the Chief of Operations at any time the Chief of Operations and Deputy Chief of Operations are deemed Out of Service. Assistant Chief(s) will act in the stead of Chief in order of appointment. The Assistant Chief (s) will act as the Clinical Care Coordinator or Asst. Clinical Care Coordinator at the discretion of the Chief.

The Assistant Chief(s) of Operation will be responsible for overseeing, evaluating, coordinating, and managing career staff and volunteers engaged in EMS operations. The Assistant Chief(s) 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.

The Assistant Chief(s) of Operations will ensure effective and efficient service delivery in compliance with federal state and local laws and regulations.

### Essential Functions (Assistant Chief(s) )

1. Remain in compliance with ACT 37.
2. Provide pre-hospital care to ill or injured patients at current certification level, utilizing the decision making needed to properly transport patients to necessary medical facilities based on facility capability.
3. Assist in the development, planning and implementation of organizational goals and objectives.
4. Participates in the analysis, development, implementation and administration of organizational Standard Operating Guidelines, policies, and procedures.
5. Participates in planning and budgeting as needed.
6. Ensure that all EMS Operations are performed according to departmental Standard Operating Guidelines, polices, protocols and applicable legal requirements established by Federal, State and Local Standards.
7. Represent the organization at Local Meetings as necessary.
8. Represent the Organization at Montgomery County MAC Committee

9. Establishes and maintains a working environment conducive to positive morale, quality, and teamwork.
10. Coordinate the direction of assigned personnel including monitoring work assignments, work closely with officers and committee heads to direct and mentor their efforts to manage staff and emergency scenes.

## **Responsibilities ( Clinical Care Coordinator)**

The Clinical Care Coordinator will oversee the organization's clinical performance in the field and assure the appropriateness of treatment and assessment of all patients under the direction of the Lower Providence EMS Medical Director.

The Clinical Care Coordinator will serve as the primary liaison between the Member and the LPEMS Medical Director.

The Clinical Care Coordinator will serve as the primary Supervisor of the Training and QA/QI Coordinators.

The Clinical Care Coordinator will provide Advanced Life Support to critically ill or injured patients in the pre-hospital setting. Perform history and physical examinations to assemble clinical manifestations of the patient in order to provide the appropriate treatment and care for patients.

### Yearly

1. Collect and verify PA DOH Medical Command Forms and Con-Ed Reports for LPEMS Paramedics & A-EMT's.
2. File and track Medical Command Forms

### Monthly

1. Conduct audits of TAPP Lock System
2. Conduct Inventory and expiration inspection of all LPEMS Stocked Drugs
3. Dispose of expired drugs per LPEMS & DEA guidelines
4. Conduct an audit of drug sign off forms.
5. Rotate drug stock to ensure shortest life drugs are in service first.
6. File all drug sign-off forms in an appropriate location.
7. Ensure proper charge and function of all medical equipment & devices.
8. Provide written report to Chief of Operations outlining activities and/ or issues/needs by 3<sup>rd</sup> Friday of the Month.

### Bi-Weekly

1. Collect and process all Narcotic usage forms.
2. Enter & Upload CARES Data.

### Weekly

1. Check vending machine (s) (physically or electronically) for restock needs .
2. Check Main Station supply room for needs.
3. Order drugs and medical supplies as needed for station.
4. Verify full complement of drugs on all units and investigate any procedure violations.

### Meetings

1. Meetings will be held at least quarterly.
  1. Meetings are to be scheduled as often as needed to accomplish yearly goals.
2. Meetings may be in person or virtually to ensure a quorum of members.
3. The meeting method is at the discretion of the Clinical Care Coordinator.
4. Meetings will have an e-mailed agenda at least 24 hours prior to the meeting and minutes placed in LPEMS Google Drive no later than 72 hours post meeting.

### **Responsibilities (Asst. Clinical Care Coordinator)**

The Assistant Clinical Care Coordinator will assist with the organization's clinical performance in the field and assure the appropriateness of treatment and assessment of all patients under the direction of the Lower Providence EMS Medical Director.

The Assistant Clinical Care Coordinator will serve as the secondary liaison between the Member and the LPEMS Medical Director.

The Assistant Clinical Care Coordinator will provide Advanced or Basic Life Support to critically ill or injured patients in the pre-hospital setting at their certification level. Perform history and physical examinations to assemble clinical manifestations of the patient in order to provide the appropriate treatment and care for patients.

### Yearly

1. Assist in the Collect and verification of PA DOH Medical Command Forms and Con-Ed Reports for LPEMS Paramedics & A-EMT's.
2. Assist with the filing and tracking of Medical Command Forms

### Monthly

1. Assist in conducting audits of TAPP Lock System
2. Dispose of expired drugs per LPEMS & DEA guidelines
3. Assist with rotating drug stock to ensure shortest life drugs are in service first.
4. File all drug sign-off forms in an appropriate location.
5. Ensure proper charge and function of all medical equipment & devices.

### Bi-Weekly

1. Ensure stocking of Sub-Station supply cabinet.

### Weekly

1. Assist with checking vending machine(s) (physically or electronically) for restock needs .
2. Check Main Station supply room for needs.

### Meetings

1. Meetings will be held at least quarterly.
  1. Meetings are to be scheduled as often as needed to accomplish yearly goals.
2. Meetings may be in person or virtually to ensure a quorum of members.
3. The meeting method is at the discretion of the Clinical Care Coordinator.
4. Meetings will have an e-mailed agenda at least 24 hours prior to the meeting and minutes placed in LPEMS Google Drive no later than 72 hours post meeting.

### **Competencies**

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.

### **Supervisory Responsibility**

The Assistant Chief(s) of Operations will assist with overseeing all day-to-day operations of the organization in the absence of the Chief and Deputy Chief. Assistant Chief(s) will act as a command officer while on scene of an emergency.

### **Work Environment**

While performing the duties of this position, the member continually works in outside weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individuals are exposed to hearing alarms and hazards associated with rendering emergency medical assistance.

The member occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of duties.

The noise level in the work environment is usually moderate, except during certain firefighting or rescue activities when noise levels may be loud.

## **Position Type/Expected Hours of Work**

Daily Shifts will consist of 6, 12, 18, or 24 hour shifts as needed to ensure proper coverage. This position regularly requires long hours, night shifts and frequent weekend shifts. Additionally, off-hour meetings are occasionally required. .

## **Physical Demands**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this position.

While performing the duties of this position, the member is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects; and reach with hands and arms. The member is occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste and smell. The member must frequently lift or move 250 pounds and up. Members must pass physical testing that includes lifting and moving and may be subject to repeat testing throughout membership. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **Required Education and Experience**

1. Current and Valid PA EMT-B, EMT-A, EMT-P, or HP Certification
2. Current and Valid Healthcare Provider CPR Card
3. Current and Valid Hazardous Materials Operations Certification
4. EMSVO Endorsement
5. NIMS 100, 200, 700, 800
6. High school graduation or GED equivalent.
7. Extensive knowledge of emergency medical treatment and management: at least seven (5) years of experience in emergency medical service activities, including a least three (3) years as an operations officer, supervisor, or an administrator.
8. For the Assistant Chief(s) of Operations to respond to an incident within a timely manner, the AC is required to live within a 15-mile radius of the first due coverage area.

## **Preferred Education and Experience**

1. An EMS Management Course .
2. Knowledge and experience of Emergency Management.
3. Project management principals.
4. Modern office procedures, methods, electronic equipment, and computer applications experience.

## **Additional Eligibility Qualifications**

1. Ability to speak and understand the English language.
2. Ability to make quick decisions and exhibit sound judgement, often in stressful situations.
3. Interpreting and applying departmental and organizational policies, procedures, and guidelines.
4. Interpreting and applying applicable federal, state, and local laws, codes, rules and regulations.
5. Skill in displaying leadership, initiative, and resourcefulness in work activities.
6. Ability to plan, program, coordinate and evaluate the activities of line officers and department heads.
7. Preparing and maintaining specialized records in assigned area(s) of responsibility.



8. Ability to establish and maintain effective working relationships with the career staff/volunteers, Senior Management, elected and governmental officials, as well as community groups, the news media and the public.
9. Managing projects.
10. Working independently.
11. Demonstrate excellence in oral, written, and interpersonal communication skills with functional experience of computer programs such as Windows, MS Office, Email and Internet Research.

### **Work Authorization/Security Clearance**

All members are to maintain valid Criminal background checks, and ChildLine child abuse clearance certificates for the duration of membership. Checks are required to be submitted when requested.

### **AAP/EEO Statement**

Lower Providence Community Center Ambulance provides equal employment and membership opportunities to all employees and applicants for employment or membership requests and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### **Other Duties**

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the member for this position. Duties, responsibilities, and activities may change at any time with or without notice.

### **Signatures**

This position description has been approved by all levels of management:

Executive Director: \_\_\_\_\_

Chief of Operations : \_\_\_\_\_

Member signature below constitutes understanding of the requirements, essential functions, and duties of the position.

Member \_\_\_\_\_ Date \_\_\_\_\_