



**ALAMEDA COUNTY HEALTH CARE SERVICES AGENCY
PUBLIC HEALTH DEPARTMENT**

EMERGENCY MEDICAL SERVICES AGENCY

N. Dale Fanning, Acting Director
James E. Pointer, MD, Medical Director

1000 San Leandro Blvd. Suite 200 • San Leandro, CA 94577
(510) 618-2050 • Fax: (510) 618-2099

PLEASE POST

PREHOSPITAL CARE COORDINATOR

Class Title: **PREHOSPITAL CARE COORDINATOR**

Class Code: 5786

Salary: \$37.62 - \$44.96 hourly
\$3,009.60 - \$3,596.80 biweekly
\$6,520.80 - \$7,793.07 monthly
\$78,249.60 - \$93,516.80 annually

DEFINITION

Under the direction of the Emergency Medical Services Director, coordinate and monitor prehospital and hospital emergency medical care and transportation services in order to ensure compliance with State statutes and regulations, County's protocols, guidelines and contracts for operation of emergency and trauma services.

DISTINGUISHING FEATURES

Positions in this classification oversee the medical services provided by dispatch, police, first responder, prehospital, hospital and trauma systems. Specific assignments, and the range of duties performed within that assignment vary depending on the type of experience and licensure. Some assignments require an R.N. or an EMT-P license.

Examples of Duties:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

1. Develops, implements, monitors activities and evaluates performance of emergency medical services providers, including dispatchers, police, EMT-Is, EMT-Ds, EMT-Ps, nurses and physicians, ambulance companies, fire departments, police departments, hospitals and trauma centers.
2. Assists emergency services providers and others in planning, redesigning, implementing and maintaining EMS programs.
3. Confers with, assists and advises emergency services providers and the public on matters pertaining to emergency medical service.
4. Plans, coordinates and evaluates the medical component of disaster and mass casualties in conjunction with local Office of Emergency Services.
5. Investigates complaints of suspected violations of emergency medical care standards.
6. Makes routine and unannounced inspections of emergency services providers.

7. Monitors emergency medical service delivery to ensure medical appropriateness and continuity of patient care.
8. Evaluates, monitors and provides assistance to educational institutions involved in training of EMS personnel.
9. Initiates, staffs and represents the County at committees and meetings regarding EMS in the Bay Area and state.
10. Reviews, collects, analyzes data and research information to update and revise policies on patient care in EMS.
11. Implements and monitors state regulations for certification and licensure of EMS personnel.

Minimum Qualifications:

The equivalent of three years of full-time, progressively responsible experience in a public or private health care organization and or fire service setting, a substantial part of this experience must be in Emergency Medical Service and include program design, planning, implementation and evaluation responsibilities,

And

Possession of a current, valid license as a Registered Nurse in the State of California,

Or

Possession of a current, valid license as an EMT-paramedic in the State of California.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

Knowledge and Abilities:

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Duties" section of this specification.

Knowledge of:

- Statutes, principles, standards of care and procedures for emergency medical services, treatment protocols and practices.
- Medical terminology.
- Principles, practices and methods of adult education, training, and supervision.
- Statistical and research methods and techniques.

Ability to:

- Know and implement Federal, State and County codes, statutes, ordinances and regulations for emergency medical services.
- Establish and maintain positive working relationships with the public, various agencies and other County employees.
- Communicate clearly and effectively, both orally and in writing.
- Plan, organize, and general management/leadership skills.
- Meet facilitation skills.

Classification History:

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 CSC Date: 12/13/95
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Mail or e-mail your resume by Monday, October 19, 2009

Rosemary Gutierrez
Alameda County EMS Agency
1000 San Leandro Blvd., Suite 200
San Leandro, CA 94577
Telephone: 510-618-2021
Rosemary.gutierrez@acgov.org