



# Scarborough Fire Department

## Scarborough, Maine



### Standard Operating Guidelines

<b>Book:</b>	<b>Organization</b>
<b>Chapter:</b>	<b>Fire Department Organization</b>
<b>Subject:</b>	<b>1128 – Job Description PT Medical Director</b>
<b>Revision Date:</b>	<b>03/31/2014</b>
<b>Approved by:</b>	<i>B. Michael Thurlow</i>

#### QUALIFICATIONS

- Must be a Maine licensed physician in good standing who is currently practicing emergency medicine at one of the three hospitals (Maine Medical Center, Mercy, or Southern Maine Health Care-Biddeford) that the department’s EMS units transport patients to.
- Current or past experience and familiarity with emergency care in both pre-hospital and emergency department arenas.
- A working knowledge of the most current Maine EMS treatment protocols
- Familiar or willing to become familiar with the Maine EMS system particularly the operations of the system in Region 1.
- Knowledge of the principles of emergency medical dispatch procedures.
- Two years’ experience providing medical direction/control to EMS services preferred.
- Two years’ experience as an emergency medicine attending physician or equivalent experience preferred.
- Prior or current service as an EMS provider preferred.
- In good physical and mental condition

**REPORTS TO:**      The Fire Chief and EMS Deputy Chief

#### NATURE OF WORK

This is a part-time position created to provide consulting and advising services to the department and our EMS providers. The medical director shall be involved in the strategic management of the EMS program and provide a conduit of information and feedback from the emergency departments we interact with, as well as assist us with compliance with Maine EMS protocols and our quality assurance and improvement (QA/QI) process.

#### PHYSICAL DEMANDS

The work is generally sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. Must be able to lift 25 pounds, otherwise, no special physical demands are required to perform the work.

The person filling this position must be:

- Able to maintain confidentiality and high ethical standards
- Able to speak and educate publically, including the ability to effectively interpret, apply, and explain a wide variety of training subjects, policies and regulations.
- Knowledgeable of the community's overall demographics with respect to the potential EMS needs of the community.
- Knowledgeable and current with the ever evolving trends in EMS operations, education, training, equipment, and protocols.
- Capable of effectively working and communicating with the department's EMS providers, administration, the public, as well as other medical professionals within the community and region.
- Successfully complete the on-line Maine EMS' Medical Director's / Control training course.
- Able to provide EMS education, training and QA/QI review, both routinely and based on inquiries, to a combination fire based EMS program that responds to over 2,500 EMS calls annually.
- Able to provide consultation and/or response during special operations, mass gatherings or mass casualty events within the community requiring EMS.
- Willing to participate in EMS research and designing pilot projects such as a community paramedicine or an in-house vaccination program.
- Able to provide medical authority for medication purchases.
- Able to review the Department's physical fitness and wellness programs.
- Able to randomly "ride-along" with EMS crews to provide performance evaluations and education as needed.

### **ILLUSTRATIVE EXAMPLES OF WORK REQUIREMENTS**

- Provide the Department's EMS providers with routine as well as focused QA/QI review of the care provided to the patients they treated, and then using that information to provide education, training and other appropriate recommendations to the Department's providers globally and/or individually.
- Interface with local ED residents to coordinate educational services for the Department.
- Observe, whenever possible, the interaction between the Department's EMS providers and the staff at the ED where he or she works.
- Act as a liaison and foster relations between ED staff and Department EMS providers when confronted with feedback both positive and negative by the ED staff.
- Act as an advocate for EMS providers within the Department and the Region.
- Act as an advocate for the public in terms of improving health care and education within the community.
- Provide advice on the Department's EMS continuing education program.
- Act as a liaison between the Department and local medical and residential facilities as needed.
- Review the Department's internal QA/QI program and offer recommendations for improvements.
- Provide recertification authorization for Department members holding National Registry Certification.

### **SALARY**

The salary and time commitment required for this position will be negotiated by the Human Resource Director and Fire Chief or his designee.