




TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH **DATE:** August 22, 2013

RE: *Approval of revised classification specification for Emergency Medical Services and Trauma System Manager (Schedule 29, \$82,305.60 - \$114,816.00)*

PETITION #24-13

That the Southern Nevada District Board of Health *approve revisions for the classification specification for the Emergency Medical Services and Trauma System Manager (Schedule 29, \$82,035.60 - \$114,816.00)*

PETITIONERS:

Kelly Brinkhus, *Acting Human Resources Administrator* 
Thomas R. Coleman, MD, MS, *Director of Community Health* 
John Middaugh, MD, MPH, *Chief Health Officer* 

DISCUSSION:

The classification specification for Emergency Medical Services Manager has been revised to reflect the role of this position in regards to the responsibilities associated with overseeing the Trauma System. The title of the position has been changed to Emergency Medical Services and Trauma System Manager, and duties associated with the additional responsibilities have been added to the classification specification.

FUNDING:

No additional funding is required for this position.

EMERGENCY MEDICAL SERVICES AND TRAUMA SYSTEM MANAGER

DEFINITION

To develop, recommend and implement policies, programs and procedures for the operation of Clark County's multi-jurisdictional Emergency Medical Services (EMS) and Trauma System.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from the Director of Community Health or designee
- Exercises direct supervision over professional, technical and clerical staff
- Manages and directs activities of contract employees

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES-- *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Directs the planning, development, coordination, and implementation of EMS and Trauma System projects
- Selects, trains, and motivates the Office of EMS and Trauma System (OEMSTS) staff; provides or coordinates employee training; evaluates employee performance, and initiates performance improvement, or disciplinary procedures, when necessary
- Plans, prioritizes, assigns, and supervises work of OEMSTS employees
- Identifies EMS and Trauma System resource needs and prepares and presents various reports on the operations and activities as needed
- Manages various EMS and Trauma System medical and technical record-keeping systems and protocols. Represents the Health District to outside agencies and professional organizations; provides EMS and Trauma System management analysis assistance to the Director of Community Health; prepares and presents staff reports and other necessary correspondence as requested
- Participates in the Health District's Medical Advisory Board, Regional Trauma Advisory Board and related committees
- Participates in the coordination of public health emergency and disaster exercises and activities
- Recommends and implements modifications to the EMS and Trauma System's management systems, data gathering systems programs, policies, regulations and protocols as appropriate
- Identifies and resolves problems; responds to agency inquiries and complaints; evaluates work products; evaluates effectiveness of OEMSTS relationships both within the Health District and with outside agencies
- Monitors and coordinates the OEMSTS budget; forecasts funds needed for staffing, equipment, materials and supplies; approves expenditures and recommends adjustments as necessary
- Identifies and implements opportunities for program improvements
- Serves as a liaison to elected officials and outside agencies at City, County and State levels; participates in professional organizations
- Keeps current on EMS and Trauma System related topics including innovations in education, services, and how to respond to change
- Oversees EMS and Trauma System Quality Assurance Program; analyzes and evaluates effectiveness of pre-hospital care and researches specific cases for system management and patient outcome analysis

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Emergency Medical Services and Trauma System Manager (*Continued*)

- Supervises the implementation and operation of various EMS and Trauma System programs, including the Clark County Trauma System Plan; this includes, but is not limited to: training, certification / recertification, licensure, inspections, education, authorization/reauthorization of trauma centers, etc.
- Analyzes existing and proposed legislation to determine impact on the EMS and Trauma System
- Works cooperatively and collaboratively with Health District Division Directors, Managers and staff to promote the Health District's mission, goals and objectives
- Performs related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Operational principles and practices of professional EMS and trauma management systems and related EMS and Trauma System regulations and equipment
- Modern and complex principles and practices of program development and administration
- Principles of budget preparation and control
- Principles of supervision, training and performance evaluation
- Pertinent Federal, State and local laws, codes and regulations pertaining to EMS and Trauma Systems and operations

Ability to:

- Manage, direct and coordinate work of professional and technical personnel
- Prepare and administer complex budgets and financial reports
- Provide program leadership and recommendations to the Chief Health Officer through the Director of Community Health or designee
- Analyze problems; identify solutions, project consequences of proposed actions and implement resolutions
- Research, analyze and evaluate delivery methods, procedures and practices
- Coordinate computer hardware and software development and implementation activities with other Health District divisions and sections
- Interpret and apply Federal, State and local laws, policies, procedures and regulations
- Communicate clearly and concisely, both orally and in writing
- Use excellent interpersonal skills to establish and maintain effective working relationships with those contacted in the course of work including a variety of Health District and other government officials, community groups, and the general public

TRAINING AND EXPERIENCE GUIDELINES

Training

- Equivalent to a bachelor's degree from an accredited college or university with major course work in health, community services, medicine or a related field. Prefer a master's degree in public health, health administration, or public administration from an accredited college or university.

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Emergency Medical Services and Trauma System Manager (*Continued*)

Experience:

A minimum of five years of progressively responsible experience in Emergency Medical Services, two of which were in a supervisory or administrative capacity, preferably in a large metropolitan area.

Working Conditions

- Travel from site to site
- Speak in public forums in various environments including urban and rural communities

License or Certificate

- Possession of, or ability to obtain, an appropriate, valid Nevada Driver's License

A minimum of a Paramedic or Registered Nurse with past experience in and current knowledge of Emergency Medical Services and Trauma System operations.

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

Bargaining Unit Ineligible

FLSA Exempt

Schedule 29

Approved by the Board of Health on 11/15/01

Revisions approved by the Board of Health on 10/23/03

Revisions approved by the Board of Health on 3/27/08