

TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH **DATE:** November 26, 2013

RE: *Approval of new classification specification for the following: Emergency Medical Services & Trauma System Supervisor (Schedule 26, \$70,636.80 - \$98,529.60).*

PETITION #36-13

That the Southern Nevada District Board of Health *approve new classification specification for the following: Emergency Medical Services & Trauma System Supervisor (Schedule 26, \$70,636.80 - \$98,529.60)*

PETITIONERS:

Shirley Oakley, Human Resources Administrator *SO*
Thomas R. Coleman, MD, MS, Director of Community Health *TRC*
Joseph Iser, MD, DrPH, MSc, Chief Health Officer *JIF*

DISCUSSION:

This classification is based on review of organizational functions and is in the parameters of the fiscal year 2014 through 2015 approved budgets.

FUNDING:

No additional funding is required for these changes.

**EMERGENCY MEDICAL SERVICES &
TRAUMA SYSTEM SUPERVISOR**

DEFINITION

To supervise, assign, review, evaluate, and participate in the work of the Office of Emergency Medical Services & Trauma System (OEMSTS) staff.

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.

- Coordinate activities related to the Emergency Medical Services & Trauma System (EMSTS) regulations, plans, policies, procedures, and protocols
- Conduct periodic reviews and make recommendations for changes to EMSTS regulations, plans, policies, procedures, and protocols
- Recommend and assist in the implementation of District and OEMSTS goals, objectives, policies, and procedures
- Prepare various reports on operations and activities; review and draft correspondence related to programs
- Supervise employees in their area of work including planning, training, and regulatory activities focusing on methods, techniques, and compliance with applicable standards and specifications
- Participate in the selection of staff; provide or coordinate staff OEMSTS training; work with employees to correct deficiencies; implement discipline procedures
- Assist in OEMSTS budget and fiscal management; forecast funds needed for staffing, equipment, and supplies; recommend budget adjustments as necessary
- Develop and/or maintain successful community partnerships and coalitions; represent the District and its activities at local, state, and national level meetings; attend and participate in professional group meetings
- Assist in the coordination of the meetings of the EMSTS and prepare necessary documentation and reports for same
- Investigate and respond to questions or complaints regarding the EMSTS
- Respond to public inquiries in a courteous manner; provide information within area of assignment; resolve complaints in an effective and timely manner
- Assist in coordination and oversight of EMSTS data collection systems
- Evaluate data and prepare periodic reports reflecting EMSTS operation and patient outcomes
- Monitor prehospital care and triage patterns for consistency with established protocols
- Serve as a liaison on EMSTS matters with any other organizations as required
- Assist in the coordination of injury/illness prevention activities with external organizations
- Prepare and review educational materials to be used in presentations for internal and external partners
- Ensure the adherence to safe work practices and procedures
- Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

- Principles of EMSTS operations, organizations, and procedures
- Program planning, management, and evaluation
- Principles of supervision, training, and performance evaluation
- Training methods, staff, and program assessment
- Pertinent federal, state, and local laws, codes, and regulations governing EMSTS
- Principles and procedures of record keeping and documentation
- Office procedures, computer operations, and software such as Word and Excel

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Emergency Medical Services & Trauma System Supervisor (Continued)

Ability to:

- Interpret, explain, and enforce regulations, policies, procedures, and protocols
- Promote standardization and compliance with EMSTS regulations, protocols, and procedures
- Establish, implement, and achieve goals and objectives
- Assess problems, identify solutions, project consequences of proposed actions, and implement resolutions
- Research, analyze, and evaluate new emergency medical services and trauma system practices
- Collect, input, clean, organize, analyze, and report on data
- Prepare comprehensive reports
- Supervise, organize, and review the work of professional, technical, and clerical personnel
- Deliver effective public presentations
- Communicate clearly and concisely, both orally and in writing
- Coordinate training
- Maintain confidential information in accordance with all legal standards
- Establish and maintain effective working relationships with those contacted in the course of work
- Work independently in the absence of supervision

Training and Experience Guidelines

Training:

- Equivalent to a bachelor's degree from an accredited college or university, with major course work in health related fields, health administration, business management, or a closely related field

Experience:

- A minimum of four years of increasingly responsible experience in Emergency Medical Services & Trauma System operations, which includes a minimum of three years of clinical experience and one year of administrative and/or supervisory experience

Supervision received and exercised:

- Receives general supervision from the EMSTS Manager

SPECIAL NOTES AND REQUIREMENTS

License or Certificate:

- Physician, Registered Nurse, Physician Assistant, Advanced Practitioner of Nursing, or Paramedic
- Proof of past training in, and ability to renew certification within six months for:
 - Basic Life Support
 - Advanced Cardiac Life Support
 - Pediatric Advanced Life Support
 - Trauma Nurse Core Curriculum or Prehospital Trauma Life Support or Basic Trauma Life Support or Advanced Trauma Life Support
- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license

WORKING CONDITIONS

- May have to work in adverse weather conditions
- Climb in and out of emergency transport vehicles
- Mobility to work in a typical office setting and use standard office equipment
- May be required to drive a motor vehicle in order to attend meetings and visit various work sites
- Vision to read printed materials and a computer screen
- Hearing and speech to communicate in person or over the telephone
- Accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request accommodation

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Emergency Medical Services & Trauma System Supervisor (Continued)

All required licenses/certifications 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.

FLSA Exempt

Bargaining Unit Eligible

Salary Schedule 26

Approved by Board of Health 11/26/2013