

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV39512
Job Class Code:	580	Salary Schedule:	AREG
EEO Category:	02	Grade:	19
Workers Comp Code:	9410		

Job Code Established:	10/09/87	Effective Date:	
Job Code Revised:	01/01/94	Effective Date:	

JOB CODE SERIES: Emergency Medical Services Series

JOB CODE TITLE: **EMERGENCY MEDICAL SERVICES REGIONAL PROGRAM
COORDINATOR**

HRIS TITLE: **EMER MED SVCS REGL PRG COORD**

CHARACTERISTICS OF THE CLASS: Under the general supervision of an Emergency Medical Services Regional Program Supervisor, exercises independent judgment within well defined program parameters. Has the authority to make recommendations to approve/disapprove licenses and certifications for emergency medical service programs within assigned geographical area; make recommendations for new and/or revised program policies, procedures, rules and regulations. Performs a variety of duties relating to training, licensure, certification and investigation of staff and facilities providing emergency medical services within an assigned geographical area; monitors and enforces regulations relating to the provision of emergency medical services; provides technical advice and assistance to facilities staff and the public. Work product consists of certified medical technician programs; completed training of Emergency Medical Technicians; certification of Advanced Life Support System base hospitals; completed ambulance services certificate of need investigations; licensed/certified ambulances and ambulance services. Responsible for timely and accurate completion of work assignments; scheduling and prioritizing work activities within established time frames; conducting complete, accurate inspections and investigations; obtaining all necessary data relating to specific cases.

EXAMPLES OF DUTIES: Checks safety features on emergency medical equipment for proper operations and makes recommendations to users to provide and maintain safety standards. Examines financial and accounting data and records of emergency medical service programs in order that their rate structures and rates may be evaluated. Conducts field investigations relating to reported violations or irregularities in emergency medical services within an assigned geographical area; interviews complainants and others, evaluates evidence, recommends actions. Tours and inspect emergency care facilities to verify that adequate records are maintained and that other factors in the facility affecting health of patients, staff, and visitors are properly controlled; evaluates and determines compliance with standards. Examines and analyzes reports, statistical data, correspondence and other material relating to specific emergency medical service programs as a basis for program evaluation; evaluates and makes recommendations. Examines practices, procedures, equipment, materials and supplies of drug boxes for all emergency medical service transport vehicles, both ground and air; evaluates in accordance with established standards; makes recommendations.

Confers with, and advises, local community groups, hospitals, and ambulance personnel and others in establishing and implementing emergency medical service programs. Composes correspondence dealing with subject matter in ways that call for considerable discretion and involve some judgment or negotiations, replying to inquiries and presenting or requesting information. Attends work system management staff meetings; gives and receives information, participates in problem solving and decision making. Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact. Writes drafts of notices of violation or cease and desist orders and routes them for

mailing to businesses or operations under regulation. Administers occupational qualifying examinations, conducting them periodically at a designated place. Composes, adapts or revises participant questionnaires to be used for evaluation of training programs. Writes detailed reports based on research, investigation or inquiry, in prescribed format or on established forms provided. Performs related work as required.

WORK CONDITIONS: Requires a considerable amount of travel.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal and State statutes and agency procedures, rules and regulations relating to the licensure and certification of emergency medical service programs; currently accepted training methods, procedures and techniques; emergency medical services program administration, as applied to hospitals, personnel and ambulances; inspection methods, procedures and techniques used to ensure compliance with established standards.

Skill/Ability to: oral and written communication; interpersonal relations, as applied to contacts with emergency medical services program staff, representatives of other governmental agencies and the public; analyzing and evaluating a wide variety of data, to ensure eligibility for licensure and/or certification; the coordination of a variety of regulatory functions.

Experience and Education: Typical ways to obtain the KSAs would be:

- Bachelor's degree from an accredited college or university in public health, health care administration or a closely related field and two years of professional experience in a health program relating to emergency medical services;
- additional experience may substitute for the Bachelor's degree on a year for year basis.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.