

MEDICAL OFFICER

DEPARTMENT : **FIRE RESCUE**
SALARY :
FLSA : **NON-EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **IAFF LOCAL #66**

GENERAL DESCRIPTION

Under the direction of the Medical Supervisor, assists with supervisory duties in EMS as delegated, regardless of vehicle assignment including, but not limited to the following: performs field evaluations of paramedics on intern status; CPR instructor, maintaining instructor certification; yearly certification of personnel on assigned shift and other City personnel as directed; ACLS instructor, maintaining instructor certification; assisting with bi-annual review and recertification of all ACLS certified personnel; giving monthly EMS training to entire department; assisting in gathering proper documentation needed for billing; performing daily, weekly and monthly vehicle checks and coordinating equipment needs and repairs; ensuring proper stocking levels are maintained at all stations and in all medic units; assisting in training and evaluation of paramedics finishing school or hired by WFR; monitoring and responding to EMS personnel needs, public relations needs and any other area of concern that may affect the EMS department; assisting with management of record keeping for ambulance billing, maintenance records and quality assurance; monitoring ambulance staffing to ensure proper assignment of shift personnel; other duties as assigned.

Also performs the following fire fighter/paramedic duties as needed: combating, extinguishing and preventing fires; responding to medical and rescue calls; assisting in answering emergency calls; performing general labor tasks in the care and maintenance of Fire Rescue property and equipment; attending training courses related to fire fighting and fire prevention; assisting in fire station drill sessions when assigned; performing fire inspections of buildings, fire escapes and other structures for compliance with fire prevention ordinance and enforcement of applicable codes; other duties as required.

One Medical Officer will receive formal training and oversee the repair of specialty equipment used by WFR EMS.

One Medical Officer will be responsible for ordering all stock and tracking WFR EMS usage of supplies.

One Medical Officer will be responsible for updating EMS SOG's and Protocols.

ESSENTIAL FUNCTIONS

The essential functions are derived from the performance objectives stated in Medical Protocol for Fire Fighters, Municipal Fire and Police Retirement System of Iowa and NFPA 1001, Standard on Fire Fighter Professional Qualifications:

A Medical Officer candidate shall maintain a sufficient physical and mental fitness level to perform the following functions with safety and competency:

1. Safely drive ambulance or other emergency vehicles.

2. Visually assess the emergency and condition of patient(s) and request additional assistance when necessary.
3. Assist in on-site control including traffic control, assisting bystanders and calming distraught persons.
4. Verbally communicate with others in person, by telephone or via two-way radio.
5. Understand and follow orders.

6. Provide emergency medical services at paramedic level.
7. Complete required reports and forms accurately.
8. Function as a member of the team and as an individual.
9. Free/lift/move patient(s) in a safe manner and prepare patient(s) for transport.

Using universal precautions, correctly perform emergency medical services and properly utilize medical equipment and supplies.

Transport patient(s) and belongings to a medical facility, monitor patient(s), provide needed care in route and report patient(s) condition and treatment provided to medical staff. Remain available to assist medical staff when requested.
10. Prepare ambulance and equipment for next emergency response.
11. Attend and participate in ongoing training drills and utilize training materials to learn, know and be able to demonstrate proficiency in:
 - a. drills and evolutions.
 - b. safe use of all equipment, tools and supplies.
 - c. role of the fire fighter at fires, response to emergency medical calls and hazardous exposure situations.
 - d. knowledge of components of fire and its behavior.
 - e. fire department rules and regulations.
 - f. location of streets, direct routes, water mains and hydrants in response area.
12. Report and prepare for duty on time presenting a neat and clean appearance and dressed in uniform. Remain on duty for twenty-four (24) hour periods, interacting with coworkers in small living area.
13. Inspect, service, inventory, maintain and perform scheduled operational tests on all equipment and tools.

14. Communicate clearly and professionally with coworkers, supervisors and the public.
15. It is not feasible to rate the frequency of physical demands for emergency situations due to the varied nature of tasks and environmental conditions a Medical Officer may encounter. The majority of critical functions are not performed consistently in the course of a typical shift. Critical tasks are usually performed under emergency situations lasting from a few minutes to several hours and requiring intense physical and mental exertion. The responsibility to protect the public and to prevent or reduce the possibility of injury to fire personnel requires that each of the physical demands would be rated as frequent or constant. These include the following:
 - a. Standing and walking.
 - b. Bending.
 - c. Stooping and squatting.
 - d. Crawling and kneeling.
 - e. Climbing stairs and ladders.
 - f. Reaching above, at and below shoulder level.
 - g. Pushing/pulling up to one hundred (100) pounds.
 - h. Lifting and carrying up to one hundred (100) pounds.
 - i. Twisting torso, hands, neck, waist.
 - j. Hand and wrist motions such as simple and firm grasping, and radial and ulnar deviation.
 - k. Visual effort twenty (20) inches or less up to twenty (20) feet or more in reduced visibility.
 - l. Color vision, peripheral vision and depth perception.
 - m. Hearing and speaking in loud and confused situations.

These physical demands would be rated as occasional:

 - a. Pushing/pulling over one hundred (100) pounds.
 - b. Lifting over one hundred (100) pounds.
 - c. Carrying over one hundred (100) pounds.
16. Mental and emotional demands include the

ability to:

- a. Perform tasks with intense concentration for extended periods of time.
 - b. Remain calm.
 - c. Present self in non-threatening and courteous manner to the public in emergency situations.
 - d. Work as a member of the team while functioning as an individual.
 - e. Understand and follow orders.
17. Must be able to tolerate environmental conditions including the following:
- a. Extreme fluctuations in temperature. Must perform physically demanding tasks in extreme heat (over 400 degrees Fahrenheit) with humidity up to 100% while wearing personal protective equipment that impairs the body's cooling system.
 - b. Must perform duties in sub zero weather and contend with wind chill factors.
 - c. Must often work in wet, muddy or icy areas.
 - d. Must frequently work on slippery or uneven surfaces such as rooftops ladders, and icy ground surfaces.
 - e. Must perform work on or about moving machinery or equipment or in the vicinity of vehicles in motion (i.e. emergency vehicles, power tools, cutting torches, etc.).
 - f. Face exposure to infectious agents such as Hepatitis B and C, HIV, meningitis and TB.
 - g. Face exposure to hazardous substances such as asbestos, hydrogen cyanide, hydrochloric acid, other acids, carbon monoxide, organic solvents, gasoline, etc., through inhalation or skin contact.
 - h. Exposure to noise levels over ninety (90) decibels (i.e. when riding in emergency vehicles).
 - i. Functioning under poor/no visibility.
 - j. Exposure to sharp objects.
 - k. Exposure to vibration when riding in emergency vehicles or operating power tools.
 - l. Required to perform work in confined spaces or cramped body positions (i.e. attics, cars, under houses, closets, etc.).
- m. Must perform work, balance self and equipment or people from heights while working on ladders.
 - n. Exposed to possibility of burn injuries from heat, fire, chemicals and electricity.
 - o. Exposure to smoke and dust.
 - p. Exposure to oil and grease, especially during maintenance and repair of fire fighting equipment.
 - q. Exposure to uninsulated or unshielded electrical equipment.
 - r. Exposure to radiation hazards.
 - s. Exposure to a variety of stressors:
 - critical decision making in life threatening situations.
 - performance of complex tasks during life threatening situations.
 - dealing with critically injured/ill people and their families/friends.
 - tight time frames.
 - tasks requiring long periods of intense concentration.
 - unpleasant or traumatic situations (i.e. critically injured people, death, mass casualty incidents, injury to self or coworkers, etc.).
 - work twenty-four (24) hour shifts during which sleep may be interrupted or prevented.
 - working in unknown situations.
 - must be constantly prepared to respond to emergency situations without warning.
 - t. Required to wear personal protective equipment weighing 50-70 pounds, depending upon situation.
 - u. Exposure to all weather elements (i.e. sun, heat, rain, sleet, snow, ice, etc.).
 - v. Exposure to noxious odors.
18. Functions related directly to fire fighting:
- a. Properly use and monitor fire fighting equipment and tools.
 - b. Perform rescue, clean up and salvage activities.
 - c. Properly maintain and utilize personal and/or chemical protective equipment including SCBA and encapsulated

- suit.
 - d. Utilize Incident Command System.
 - e. Know the cause of fire and its behavior.

- 19. Able to maintain Haz-Mat certification at least at operations level.

Be prepared and respond to releases and potential releases of hazardous materials for the purpose of controlling the release including assessing the emergency scene and identifying the area and extent of exposure and implementing an emergency response plan.

Use field survey instruments and equipment, performing classification, identification and verification of hazardous materials including visually identifying hazardous materials by color-coding system. Use chemical reference materials including books, charts or computers.

Perform, assist or oversee hazardous materials control operations and assist with mitigation of Haz-Mat incident including implementing appropriate decontamination procedures.

MARGINAL FUNCTIONS

These functions are part of the job, but may be reasonably accommodated:

- 1. Provide education programs to the public and conduct fire station tours.
- 2. Maintain neat, clean and safe working/living environment including:
 - a. maintain interior and exterior of fire station.
 - b. change linens and make own bed.
 - c. perform kitchen chores.
 - d. store equipment and supplies.
- 3. Read and study fire department training materials and literature other than during training and drill periods to maintain proficiency.

ACCEPTABLE EXPERIENCE & TRAINING & REQUIRED KNOWLEDGE & ABILITIES

- 1. Presently employed with Waterloo Fire

Rescue and eligible to be assigned as paramedic by the deadline date for submission of resume.

- 2. Prefer membership with local, regional and State EMS associations.
- 3. Must maintain Fire Fighter I certification.
- 4. Haz-Mat certification at least at operations level.
- 5. Possess and maintain a Class D Iowa Driver's License and good driving record based on City of Waterloo driver performance criteria. Disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; a combination of three or more at-fault accidents within a three-year period.
- 6. Working knowledge of entire EMS Quality Assurance Program including reviewing runs, conducting run reviews, assisting with processing occurrence reports and monitoring skills statistics.
- 7. Ability to understand and assist with compliance of all OSHA guidelines to include blood borne pathogens, State of Iowa laws for EMS and protocols governing WFR's EMS division.
- 8. Knowledge of all facets of ambulance billing and able to answer consumer questions, receipt payments, respond to lawyer or patient requests for copies of confidential run reports and pertinent laws.
- 9. Complete working knowledge of Firehouse and ESO ambulance reporting software and able to answer/solve questions or concerns that arise with its use.
- 10. Knowledge of use, operation and care of

medical equipment used by Fire Rescue.

11. Knowledge of operation/maintenance of apparatus and equipment used in EMS and ability to coordinate effective use of equipment and apparatus.
12. Knowledge of principles and practices involved in instructing and training EMS personnel with ability to apply them to specific training problems.
13. Knowledge of rules and regulations of the department, the Code of Iowa and the Board of Medical Examiners as they relate to EMS.
14. Ability to react quickly and calmly in emergencies.
15. Ability to maintain records and prepare reports.
16. Ability to communicate clearly and concisely, orally and in writing.
17. Willing to comply with the requirements of the Medical Director regarding EMS services and maintain strong professional working relationships with all community hospitals, emergency department personnel, pharmacies, the Medical Director and staff.

18. Ability to accept lines of authority and promote effective working relationships with supervisors, coworkers, public officials and the public.
19. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.
20. Willing to comply with the City of Waterloo residency policy for critical employees (live within ten-mile radius of Waterloo City Hall or twenty or thirty-miles depending on original hire date).
21. Required to submit to Civil Service examination procedures that will include an oral interview.

WORK SCHEDULE

Will generally be assigned to work twenty-four (24) hour shift schedule, but may be assigned an alternate schedule as directed by the Fire Chief. May be required to report when off duty for operations where additional staff is needed to effectively control a fire or rescue operation or to fill in for an unscheduled absence.

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