

MEDICAL SUPERVISOR

DEPARTMENT : **FIRE RESCUE**
SALARY :
FLSA : **EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **NON-BARGAINING**

GENERAL DESCRIPTION

Professional supervisory position responsible for maintaining a certified emergency pre-hospital medical care system for ambulance and patient care, coordinating department First Responder, EMT-A, EMT-I and paramedic staff, assisting with medical billing, maintaining medical supplies and equipment. The work is performed under the general direction of the Fire Chief and Medical Director, but considerable leeway is granted for the exercise of independent judgment and initiative. Supervises three Medical Officers, approximately twenty paramedics and one clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

The essential functions are derived from performance objectives stated in NFPA 1001 and are considered essential for successful performance in this job classification.

Administrative Functions

1. Coordinates Emergency Medical Service (EMS) within the department and all local hospitals.
2. Visits emergency rooms on a periodic basis to establish working relationships with hospital personnel and to discuss department personnel performance.
3. Schedules, supervises and participates in the training, certification, continuing training and re-certification of all Fire Rescue personnel involved in EMS.
4. Directs and maintains records on education requirements of EMS personnel.
5. Plans and coordinates with the Training Officer certification/re-certification training for all Fire Rescue staff.
6. Performs audits of alarms answered by the EMS staff with reference to the rules of the Code of Iowa and the Board of Medical Examiners.
7. Inspects and observes EMS personnel units periodically and at random in the station and in the field.
8. Represents the Fire Rescue EMS program at various meetings and civic organizations.
9. Orders supplies, tools and equipment for EMS as needed.
10. Maintains inventory of drug box contents.
11. Maintains records of equipment repair and/or replacement.
12. Assists Training Officer in specialized training of personnel for evacuation of high life hazard buildings such as hospitals and nursing homes.
13. Coordinates annual Basic Life Support training classes for Fire Rescue employees.
14. Assists in preparing and monitoring EMS budget.
15. Completes reports required by the Fire Chief or checks for accuracy and credibility.
16. Establishes and maintains liaisons with other local medical facilities.
17. Conducts ongoing evaluation of staff and EMS performance including regular performance reviews of EMS staff.
18. Coordinates preparation of statistical tabulations.
19. Compiles information and develops reports for Fire Chief, Mayor and Council, auditors

and Chief Financial Officer as requested or required.

- 20.. Compiles reports, performs data entry and completes forms on personal computer using the applicable software.
- 21 Maintains professional qualifications by attending conferences and workshops and reading professional materials.
22. Works independently and with others with limited supervision.
23. Attends work regularly at the designated place and time.
24. Performs all work duties and activities in accordance with City, Fire Rescue and OSHA policies, procedures and safety rules.
25. Performs related work as assigned.

Medical Functions & Physical Abilities

The Medical Supervisor shall maintain a sufficient physical and mental fitness level to perform the following direct medical functions with safety and competency:

1. Safely drive ambulance or other emergency vehicles.
2. Visually assess the emergency scene and condition of patient(s) and request additional assistance when necessary.
3. Verbally communicate with others in person, by telephone or via two-way radio.
4. Free/lift/move patient(s) in a safe manner and prepare patient(s) for transport.
5. Using universal precautions, correctly perform emergency medical services, and properly utilize medical equipment and supplies.
6. Transport patient(s) and belongings to a medical facility, monitor patient(s), and provide needed care in route, and report patient(s) condition and treatment provided to medical staff. Remain available to assist medical staff when requested.

7. Assist in on-site control including traffic control, assisting bystanders and calming distraught persons.
8. Prepare ambulance and equipment for next emergency response.
9. Complete required reports and forms accurately.
10. Understand, follow and give orders.
11. Function as a supervisor, member of the team or as an individual.
12. 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. Response to emergency medical calls and hazardous exposure situations.
 - d. Fire department rules and regulations.
13. Report and prepare for duty on time presenting a neat and clean appearance.
14. Inspect, service, inventory, maintain and perform scheduled operational tests on all equipment and tools.
15. Communicate clearly and professionally with coworkers, supervisors and members of the public.
16. It is not feasible to rate the frequency of physical demands for emergencies due to the varied nature of tasks and environmental conditions a Medical Supervisor 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. Twisting torso, hands, neck, waist.
 - i. Hand and wrist motions such as simple and firm grasping, and radial and ulnar deviation.
 - j. Visual effort twenty (20) inches or less up to twenty (20) feet or more in reduced visibility.
 - k. Color vision, peripheral vision and depth perception.
 - l. Hearing and speaking in loud and confused situations.
17. 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, follow and give orders.
18. Must be able to tolerate environmental conditions including the following:
- a. Must perform duties in sub zero weather and contend with wind chill factors.
 - b. Must often work in wet, muddy or icy areas.
 - c. Must frequently work on slippery or uneven surfaces such as rooftops, ladders and icy ground surfaces.
 - d. 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.).
 - e. Face exposure to infectious agents such as Hepatitis B, HIV and TB.
- f. Exposure to noise levels over ninety (90) decibels (i.e. when riding in emergency vehicles).
 - g. Functioning under poor/no visibility.
 - h. Exposure to sharp objects.
 - i. Exposure to vibration when riding in emergency vehicles or operating power tools.
 - j. Exposed to possibility of burn injuries from heat, fire, chemicals and electricity.
 - k. Exposure to smoke and dust.
 - l. Exposure to oil and grease, especially during maintenance and repair of emergency equipment.
 - m. 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.).
 - working in unknown situations.
 - must be constantly prepared to respond to emergency situations without warning.
 - n. Exposure to all weather elements (i.e. sun, heat, rain, sleet, snow, ice, etc.).
 - o. Exposure to noxious odors.
19. Provide education programs to the public and conduct fire station tours.
- REQUIRED KNOWLEDGE & ABILITIES**
- 1. Thorough knowledge of the use, operation and care of all medical equipment used by Waterloo Fire Rescue.
 - 2. Knowledge of operation and maintenance of apparatus and equipment used in the medical service with the ability to supervise the effective use of such equipment and apparatus.

3. Knowledge of relevant OSHA and NFPA standards and regulations as they relate to medical operations.
4. Knowledge of the rules and regulations of the department, the Code of Iowa and the Board of Medical Examiners as they relate to emergency medical services.
5. Thorough knowledge of the principles and practices involved in instructing and training EMS staff with the ability to apply them to specific training problems.
6. Thorough knowledge of rules and regulations of the Fire Rescue Department.
7. Ability to react quickly and calmly in emergencies and to direct the work of EMS personnel in emergency situations.
8. Ability to communicate clearly and concisely, orally and in writing.
9. Ability to supervise, direct, monitor and review medical and clerical staff, maintain discipline, accept lines of authority and promote effective working relationships with supervisors, coworkers, public officials, members of the public and local medical facilities.
10. Ability to maintain records and prepare reports.
11. Personal computer skills and ability to learn related software applications, enter and retrieve information on a computer, develop computer-generated reports and update records.
12. Ability to read, understand and follow government and insurance regulations and to analyze and interpret data, review materials on a variety of instructional programs for medical personnel and act as liaison with other medical facilities.
14. Ability to respond to questions from elected officials, staff and the public tactfully in a clear, concise and easily understandable manner.

15. Ability to coordinate and monitor EMS billing records and run reports to insure accuracy and accountability.
16. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. High school graduate or G.E.D. with State of Iowa paramedic certification.
2. Minimum five years experience as Waterloo Fire Rescue paramedic or other medical operations by deadline date for receipt of resumes.

MISCELLANEOUS

1. Must obtain and maintain a Class D Iowa Driver's License and good driving record based on City of Waterloo driver performance criteria.
2. Willing to comply with the requirements of the Medical Director regarding EMS services.
3. Willing to comply with the City of Waterloo Residency Policy for critical employees (must live within 20-mile radius of City Hall).
4. Required to submit to Civil Service oral examination procedures.
5. The City of Waterloo reserves the right to require a physical examination and drug test by a physician of the City's choice to determine if a candidate is capable of performing the essential functions of the position.

WORK SCHEDULE

Will generally work Monday-Friday 8:00 a.m. – 5:00 p.m. depending on job duties and staffing needs. May be required to report for operations where additional staff is needed to effectively control an emergency operation.