

Tri Town
Deputy Ambulance Chief
Job Description

I Position Title: Deputy Ambulance Chief/Training Officer

II Supervisor: Ambulance Chief

III General Description of Duties:

- A) The Deputy Ambulance Chief/Training Officer assists the Chief and is responsible for acting for the Chief in the Chief's absence. The position requires excellent judgment and the ability to prioritize decisions that can affect patient care. The Deputy Chief/Training Officer must be able to develop cultural groups while maintaining safety. The Deputy Chief may be exposed to hazardous conditions while on duty.

IV Duties and Responsibilities:

- A) Respond to all calls while on duty in the TTA area and provide mutual aid as required. Be available to intercept in Ambulance or personal vehicle as appropriate.
- B) Assist in the documentation for TTA including operational policies, mutual aid and Medical Control Agreements necessary for ALS licensure. Responsible for research, training and development of ALS/BLS projects and policy.
- C) Supervises the application of ALS/BLS TTA policies and procedures including the Quality Assurance/Quality Improvement program as designated by the Chief.
- D) Responsible for mandatory ALS/BLS competency training for all providers. Includes ALS/BLS Interface and Beach Rescues.
- E) Responsible for ALS level medical devices and supplies. Performs ALS inventory of the ambulances, medical equipment checks and extra supplies. Notifies Chief of items that need to be ordered. Assist Chief in preparation of annual budget to ensure that ALS requirement and training are included.
- F) Attends TTA meetings as required.
- G) Attends schedules Tri-Town officer meetings.
- H) Supervises TTA Quality Assurance/Quality Improvement program. Assists in Island-wide ALS/BLS M&M rounds as requested to assure TTA participation.
- I) Reviews Standard Ambulance Run Forms (SARFs), addresses clinical deficiencies and brings deficiencies to the Chief's attention.
- J) As Training Officer performs operation reviews and tapes from C-Med of Dukes County Communication Center and associated reviews of Quality Assurance/Quality Improvement and implements recommendations of Quality Assurance/Quality Improvement committed as appropriate.
- K) Develops plans for training, continuing education, retention, improvement and maintenance of skills for TTA staff. IN conjunction with Chief verifies that all

personnel have current Authorization to Practice from CIEMSS and in compliance with M&M rounds and other requirements as set forth by the EMS Medical Director.

- L) Develops and implements operational policies for specific operations as assigned (Beach rescues, races and large public gatherings).
- M) As Designated Infectious Control Officer evaluates possible member exposures to communicable diseases and coordinates communications and treatment between service area hospital, Boards of Health and other health care professionals. Retains records of communications and treatments.
- N) Develops and implements policies and plans for TTA responsibilities during public health emergencies as assigned.
- O) Develops criteria for, and stocks and maintains service infection control personal protective clothing and equipment. Notifies Chief of any deficiencies.
- P) Receives notifications of exposure to infectious diseases from health care facilities and notifies the appropriate medical personnel of an infectious exposure. Records and maintains documentation of exposure incidents according to 105 CMR 170.171 and 172.
- Q) Notifies Chief and rectifies any safety hazards requiring immediate attention that are related to infection control.
- R) Maintains records of immunization, titers and other related tests as allowed by law.
- S) Conducts spot inspections of on scene and station operations.
- T) Provides technical expertise to other departments or divisions as required or requested.
- U) Assist Island towns and TTA with scheduling and availability for night-time paramedic coverage as needed.
- V) Refers members to Stress Management Employee Assistant Program or CISM debriefing as needed.

The essential functions or duties above are intended as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment for the position.

V Supervisory Responsibilities:

The Deputy Chief/Training Officer oversees all EMTs that respond to a call. Infection Control and Quality Assurance/Quality Improvement for TTA including policies and procedures. Forwards recommendations for suspension and dismissal due to violations of the TTA Operational Policies and Procedures or Clinical Protocols to the TTA Committee.

Manages violations of medical protocol of all EMTs according to Quality Assurance/Quality Improvement Program including but not limited to review, retaining and disciplining personnel as needed. Acts for Chief when the Chief is not available.

Responsible for policy development and implementation of TTA EMTs, Public Health Emergencies, special operations and communicable disease/infection control. Discipline or suspend EMTs as necessary and make further recommendations to the Chief if further actions are necessary (revocation of authorization to practice is the responsibility of the EMS Director and OEMS).

VI Required Knowledge, Skills and Abilities:

- A) Current MA EMT Paramedic Certification
- B) Current AMA Health Care Provider Certification
- C) Current AMA ACLS Certification
- D) Current AMA Basic Life Support Instructor Certification or the ability to obtain certification
- E) Current valid MA driver's license
- F) Familiarity with the TTA operational policies or the ability to disseminate and learn them.
- G) Familiar with the ability to obtain OEMS and state regulations, policies, laws and recommendations.
- H) Familiarity or the ability to become familiar with the MV Hospital Quality Assurance/Quality Improvement program for EMS.
- I) Knowledge of Infection Control Officer duties and responsibilities and familiarity or the ability to become familiar with the MV Hospital infection control exposure policies and procedures.
- J) Ability to recognize when an issue is beyond educational or experience level and have the ability to obtain the required information through research.
- K) Ability to tactfully and appropriately critique all levels of EMTs.
- L) Must be in good physical shape and be able to walk, stand, lift, carry and balance in excess of 125 pounds in all weather conditions during all hours of day and night.
- M) Must reside on Martha's Vineyard after 6 months of the appointment.

VII Position grade level and time requirements:

- A) Non-exempt, Grade 10

Non Exempt benefitted position.

Current Grade _____, Step _____ to start

Grade _____ Hours per Year: 2000

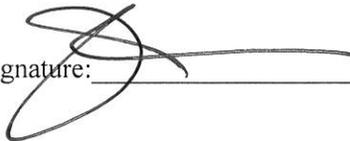
APPROVED BY HUMAN RESOURCE BOARD

Date: January 7, 2016 Chair: James M. Malkin

APPROVED BY CHILMARK BOARD OF SELECTMEN

Date: _____ Chair: Jonathan E. Mayhew

Human Resource Board Chairman Signature: _____



Selectmen Chairman Signature: _____