



City of Kansas City, Missouri Job Class Specification

Job Title: ASSISTANT TO EMS MEDICAL DIRECTOR **Department:** CMO
Job Code: 4036 **Status:** NONEXEMPT **Grade:** NE-7

Summary

This individual would be responsible for medical and administrative reviews with regards to the application of pre-hospital medical emergency protocols by pre-hospital emergency medical personnel, patient outcomes database management and verification of Emergency Medical Personnel credentials are current and maintained.

This position requires a broad knowledge of established pre-hospital medical practices and protocols and is able to exercise with considerable judgment, to assess potential breaches of protocol. Assignments are routine and perincident, requires medical records review as well as occasional field audits to determine protocol variance and impact on patient outcome. Recommendations are made to the EMS Medical Director and the Emergency Medical Services Coordinating Committee, (EMSCC.) Work is reviewed with the EMS Medical Director in conferences focusing on effectiveness in resolving complaints and recommendations to improve overall efficiency of service delivery.

Duties and Responsibilities

Review of medical care, procedures and practices of all city credentialed out-of-hospital (including paramedics, emergency medical technicians, and call taker-dispatchers) . Performs random field audits and responds to complaint calls to assess quality and consistency of service delivery of pre-hospital medical personnel; making recommendations in writing and/or through informal meetings and indicate corrective measures; obtaining and tracking patient outcomes information and working within the Patient Safety System.

- Reviews dispatching procedures and actual report times and emergency vehicle times are in compliance with the Kansas City Missouri Ambulance Ordinance.
- Assists in training pre-hospital medical care personnel, preparatory to their testing for required licenses; assists in administering tests; prepares and teaches in-service training programs; assists in reviewing and maintaining files consisting of required national registration, state and local licenses.
- Makes recommendations to EMS Medical Director regarding medical protocols based on observations during complaint review and analysis of statistical data garnered from medical service call logs; working with base station physicians in reviewing service delivery.
- Inspects ambulances' inventory to assure medical equipment is operational and complete, medications are current and prescribed and external emergency lights and sirens are functioning properly.
Assist the EMS Medical Director in planning, implementing and monitoring patient care and patient outcomes and maintaining electronic databases of these.
- Establish and maintain medical databases using current conventional software.
- Performs related duties as required.

Technical Skills	Working knowledge of: KCMO EMS protocols and policies , KCMO EMS ordinance and Missouri EMS Statutes and Regulations Pre-hospital emergency medical dispatching procedures and strategies.
	Working knowledge of Kansas City, Missouri's Fire-based model of the Emergency Medical System. Personal Computers, web based data, and reports generation.
	Ability to: Initiate and complete medical audits and reports with minimal direction. Train, monitor, and supervise pre-hospital medical emergency personnel exemplified by prior experience as a Field Training Officer (FTO). Understand dispatching procedures exemplified by prior training as a call taker/dispatcher or Communications Traing Officer (CTO). Instruct personnel on basic and advanced cardiac life support protocols as well as basic and pre-hospital trauma life support protocols exemplified by ACLS/BCLS, BTLs/PHTLS, and PALS/PEPP instructor certificates.
Education and Experience	High school diploma, current paramedic or nursing license with two years field and/or clinical experience.
Certificates/ Licenses/Special Requirements	Prefer the National Registry of EMT-P and current Missouri Paramedic License. SQL or other database management and Microsoft Office experience is desired.
Supervisory Responsibility	Must pass a background check as prescribed by the City. As determined by the EMS Medical Director.
Supervision Received	General and technical supervision is received from EMS and Deputy EMS Medical Director.
	Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.
Created	
Revised	5/92 9/06, 1/08, 7/12, 08/12, 11/16, 8/2022 , 01/2024