CLASS TITLE: CHIEF, DIVISION OF EMERGENCY MEDICAL SERVICES

Class Code: 02954500
Pay Grade: 35A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the planning, development and administration of a comprehensive state-wide plan for emergency medical services for the people of the State including the improvement of quality of such services and the establishment of appropriate standards of procedure and operation; to be responsible for the licensure and certification of ambulance and rescue personnel, vehicles and equipment; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Assistant Director of Health (Health Resources Regulation) with wide latitude for the exercise of initiative and independent judgement; work is subject to occasional review upon completion through conferences and submitted reports for conformance to established departmental policies, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, assigns, coordinates, supervises and reviews the work of a subordinate professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the planning, development and administration of a comprehensive state-wide plan for emergency medical services for the people of the State.

To work with and develop cooperative efforts and plans with various medical and public health groups, associations and societies throughout the State for the purpose of improving the quality of emergency medical services in the State as well as the establishment of appropriate standards, procedures and methods of operation to be followed during emergencies resulting from natural disaster or nuclear attack.

To cooperate with various hospitals in the State participating in emergency or nuclear disaster programs involving such services as emergency bed capacity reserve, maintenance of an established supply of essential drugs, dressings, equipment and other medical supplies for use in the event of disaster or attack.

To conduct surveys, periodically, of hospital and other facilities pertinent to emergency health care and to make recommendations when necessary, to improve such emergency medical services.

To be responsible for the development and execution of state-wide plans to improve the quality of existing ambulance and rescue services, emergency room facilities and equipment, and the training of ambulance and rescue personnel throughout the State.

To be responsible for the development and administration of basic and advanced emergency medical training programs designed for: ambulance and rescue attendants; physicians and nurses assigned to hospital emergency rooms, critical care and/or coronary units; and the general public.

To be responsible for the licensure and certification of ambulance and rescue personnel, vehicles and equipment and to be responsible for the performance of annual inspections for the determination of: proper written operating procedures, maintenance of records, condition of emergency vehicles, presence of required equipment in emergency vehicles, sanitary conditions and utilization of certified and licensed personnel.

To be sponsor, conduct or provide materials and equipment for various educational programs throughout the State to improve the quality of emergency medical services and to cooperate with federal programs in achieving this end.
To oversee the state-wide emergency medical services communications network that links all ambulances, hospitals, public safety agencies, etc. together in a common network.

Through cooperative and coordinated efforts with the federal emergency medical services advisor assigned to the Division and local city and town officials, to utilize federal expertise and matching funds in establishing training programs, obtaining equipment, and other types of general assistance such as technical publications, program guidance, and planning support to improve emergency medical services in the State.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of emergency medical services and the ability to apply such knowledge in the development and administration of a comprehensive state-wide plan for the establishment and improvement of such services; a thorough knowledge of public health program planning as it relates to emergency medical services and the ability to apply such knowledge; the ability to develop and execute plans to improve the quality of ambulance and rescue services, emergency room facilities and equipment, and the training of ambulance and rescue personnel; the ability to sponsor or conduct educational programs in schools, factories, and other organizations in the State to improve the quality of emergency medical services of individuals involved in such services; the ability to establish and maintain effective working relations hips with officials, community groups, associations and societies; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master’s Degree in Public Health, Public Administration, Hospital Administration, or any other comparable field of specialization; and
Experience: Such as may have been gained through: employment in a responsible position engaged in developing and/or administering a public health or medical care program or service; or, employment in a responsible position engaged in coordinating the activities of medical or public health groups engaged in providing similar services or functions for the benefit of the public.
Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: January 7, 1979
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