



Position Description

Field Coordinator- PD 15 & 19

ODEMSA Full-Time Employee

Effective: January 2023

7818 E. Parham Road, Suite 911

Richmond, VA 23294-4303

SUMMARY DESCRIPTION:

The Field Coordinator is responsible to, and will assist the Old Dominion EMS Alliance (ODEMSA) Executive Director in coordinating the Central Virginia EMS system; in organizing, planning, and implementing programs and projects to serve the regional EMS system; and in fulfilling ODEMSA's goals and objectives as stated in the Regional EMS Plan.

QUALIFICATIONS:

Required: Current Certification as Intermediate or Paramedic with a minimum of five (5) years' experience in the delivery of prehospital EMS at the ALS level. Current Education Coordinator certification, with a preferred minimum of three (3) years instruction in prehospital EMS instruction. A general working knowledge of computer systems, including Microsoft Office applications (Word, Access, Excel, Publisher, etc.). Ability to work evenings and weekends and to travel within assigned region(s). Own or have use of a reliable, private vehicle. Ability to organize, plan and coordinate EMS projects and programs. Writing and verbal communications skills. Ability to develop and maintain excellent working relationships with career and volunteer EMS providers, hospital personnel and governmental officials and coworkers. Driving record in compliance with ODEMSA policy regarding insurability

Workplace Atmosphere:

ODEMSA has a small staff with a large purpose and mission, we are connected to one another by a common purpose, and we take pride in that obligation.

1. A proper personal appearance as well as the appearance of our facilities and equipment must be upheld.
2. As a commitment to co-workers, employees deserve each other's respect and support. Colleagues will display courtesy, friendliness, approachability, helpfulness and honesty amongst each other.

DISTINGUISHING FEATURES:

This person will have extensive interaction with the public and with EMS providers and administrators in the region – in person and on the phone. The initial and lasting impression that ODEMSA's customers take with them will depend in large part on how they have been received and treated by you.

1. Your attitude is expected to be kind and courteous while providing the highest quality service and meeting customers' needs. Direct eye contact and an open smile are only a few of the attributes of an acceptable workplace attitude.
2. Courtesy, consideration and customer service are essential elements of this position.

Field Coordinator – Planning Districts 15 & 19

3. Another key aspect of this position is the ability to know when to act, and when to defer action and to seek advice or additional information.
4. Prompt service, customer satisfaction and respect are paramount attributes that must be possessed by each employee.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Assist agencies in the use of PPCR/PPDR for appropriate patient records, effecting standardization for data collection and submission as outlined by the Virginia Office of EMS and VPHIB.
2. Assist agencies in the development of EMS Financial Assistance grant applications. Working with ODEMSA staff and OEMS grant specialists assist and promote semi-annual grant workshops in assigned region.
3. Assist in coordinating the EMS components in regional disaster exercises. Assist in the planning and implementation of periodic disaster and mass casualty incident (MCI) management courses in assigned region.
4. Assist the Training Director in other programs including maintaining Regional Instructor Network, pools of ALS evaluators and instructors within assigned region.
5. Assisting in the capacity assigned for all ALS practical testing and National Registry testing conducted by ODEMSA.
6. Heavily publicize the ODEMSA awards and ceremony through all feasible means.
7. Work directly with the Training Director to ensure compliance with ODEMSA standards by helping monitor and communicate the need for scheduling ongoing courses in assigned region.
8. Directly responsible for conducting the ODEMSA-sponsored continuing education classes and workshops in assigned region.
9. With other staff, monitor ODEMSA website and social media for accuracy and relevance. Encourage content suggestions based on field intel.
10. Assist in the coordination of Consolidated Test Sites in assigned area in cooperation with ODEMSA's Test Site Coordinator. Assist the Coordinator in maintaining a pool of EMT evaluators, patients, and moulage technicians in assigned region.
11. Assist the Executive Director in working with the primary region stakeholders to encourage and facilitate their participation in ODEMSA's Standing Committees, and assist in implementation and continuation of performance improvement programs.

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12. Encourage and monitor adherence to Regional Protocols and serve as a resource for education and guidance regarding protocols.

13. ALS Medication Kits:

- a. Help Program Coordinator ensure that standards are met region-wide:
 - i. Security and sealing of boxes.
 - ii. Assist the Executive Director in investigation and follow-up for incidents involving non-compliance or violation of Medication Kit policies
 - iii. Serve as a local resource to agencies and assist the Program Coordinator with quarterly Medication Kit inventories (*such as delinquent agency medication kit inventories*).

14. Assist the Executive Director in evaluating, revising and publishing various plans and policies including:

- a. Regional EMS Plan
- b. Ambulance Restocking Policy
- c. Ambulance Diversion Policy
- d. Regional Council Designation
- e. Performance Improvement Plans
- f. Stroke Plan
- g. STEMI Plan
- h. MCI Plan

15. Maintain periodic contact (at a minimum weekly) with the Executive Director, updating current status of activities within assigned region.

16. Mandatory attendance at all ODEMSA staff meetings and any other committee meetings as assigned from time to time by the Executive Director.

17. Perform other duties as assigned.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Develop and maintain effective liaison with the EMS agencies, Acute Care Facilities, Air Medical Programs, OMDs, Office of EMS Program Representative(s) and other stakeholders within the ODEMSA boundaries. Documentation of encounters and interactions with these focus groups will be submitted on a bi-weekly summary form (attachment A) to the Executive Director with a synopsis of items discussed and list of people contacted/visited.
2. Serve as the primary ODEMSA contact to agencies, governments, etc., for problems and issues involving the development of EMS-related plans and programs.

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3. Serve as ODEMSA's liaison to the agencies and hospitals within their Planning District; it is a requirement of this position to attend:
 - a. A minimum of two (2) EMS agency specific site-visits for each and every EMS agency in the assigned area within the calendar year. One visit must include meeting with a chief officer of the agency. Also a minimum of one (1) site-visit with each hospital in the assigned area within the calendar year.
 - b. Attendance at all bi-monthly or quarterly EMS Sub-Council meetings for Metro Richmond (PD 15) and Crater (19) is mandatory.
 - i. Maintain an accurate distribution list of all Sub-Council members with a minimum of the following:
 - 1) Name
 - 2) Email
 - 3) Position/Title
 - 4) Agency represented on Sub-council
 - 5) Phone number
 - ii. Track member attendance and provide outreach to agencies that have missed more than two consecutive meetings in a rolling calendar year.
 - iii. Ensure original meeting materials are delivered to the Office Clerk at ODEMSA to maintain contractual compliance.
 - iv. Update annually, no later than February 28, the Agency Information Form (attachment B)
 - c. Attend the appropriate local EMS Advisory Council.
 - i. Chesterfield Advisory Council.
 - ii. Henrico Advisory Council.
 - iii. Metro Fire Chiefs
 - iv. Virginia Association of Governmental EMS Agencies (VAGEMSA).
 - d. Additionally, the maintenance of regular communications and working relationships with the Council leadership, area hospitals, EMS agencies and EMS Providers between attendances at the aforementioned meetings in the district shall be expected.
 - i. Ensure this information is accurate and up-to-date on the General Information section of the website.
 - i. Ensure a record of minutes for quarterly meetings, is on the website no later than 30 days post meeting for draft and no later than 10 days after minutes have been finalized.
4. Assist and encourage agencies to develop a plan of action for pandemic events as declared by the Governor of Virginia.
5. Spend an appropriate number of hours each week on programs and activities to adequately coordinate with the EMS Agencies and Sub Council to ensure an effective training program in assigned region.
6. Serve as the primary point of contact (POC) for dissemination, collection and maintenance of Regional EMS information. Serve as the ODEMSA authority on all ODEMSA mandates, and authority on all ODEMSA programs and committees.

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7. Attend the following ODEMSA Committee Meetings:
 - a. Air Medical
 - b. Diversion
 - c. MCI
 - d. Medical Control
 - e. Training and Education
 - f. STEMI
 - g. Stroke
 - h. Pharmacy

8. Attend the following State Committee Meetings:
 - a. Emergency Management
 - b. Health and Safety
 - c. VAGEMSA
 - d. Workforce Development
 - e. EMS Advisory Board

9. CISM/Peer Support
 - a. Act as primary point of contact (POC) with the Virginia Emergency Operations Center for team activations as well as ensure backup POCs.
 - b. **Team Activation:**
 - a. Return call to EOC and initiate contact with activator no more than one hour after initial notification.
 - b. Must solidify a team response within 6 hours.
 - c. Must have team respond in no more than 72 hours unless otherwise requested by activator.
 - c. Ensure proper membership requirements according to the current OEMS contract and maintain appropriate records.
 - d. Attend quarterly meetings, record minutes and prepare agendas. These documents will be submitted in the appropriate quarterly reports.
 - e. Using the OEMS approved template, send quarterly statistical reports to the Executive Director by:
 - ii. First Quarter – October 30 for the reporting period July 1 to September 30.
 - iii. Second Quarter – January 30 for the reporting period October 1 to December 31.
 - iv. Third Quarter – April 30 for the reporting period January 1 to March 31.
 - v. Fourth Quarter – July 31 for the reporting period April 1 to June 30.
 - f. Support the committee and its members by performing any necessary work, research or investigations.
 - g. At least annually, promote and publicize the team’s mission (via flyer, training packets, conference, etc.) availability and activation number to every ODEMSA agency.
 - h. Ensure and document training opportunities and continuing education is provided to members to maintain member currency and proficiency of standards.
 - i. Create, maintain and distribute the monthly ODEMSA Newsletter.

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CLASSIFICATION:

This is a full-time non-exempt position. Full time, is defined in the ODEMSA Personnel Handbook. ODEMSA encourages the use of flextime instead of working overtime. Conditions of compensatory time can be found in Section 3 of the ODEMSA Employees' Handbook.

Signature of Employee

Date

Printed Name of Employee

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