

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	EMS Manager	Grade	
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Department	EMS	Exempt	
Immediate Supervisor	EMS Director	Non-exempt	
Supervisor next in line		Workweek	

POSITION SUMMARY

The Manager of Emergency Medical and Transport Service is accountable to the Director of Ancillary Services to Direct and Coordinate all activities concerned with Emergency Medical and Transport Services. Those responsibilities include but are not limited to scene safety and patient safety, all aspects of Emergency Medical procedures and protocols as outlined by the State of Montana, City and County operating emergency management protocols, all aspects of EMS vehicles, all aspects of 911 and rescue equipment such as defibrillators, immobilization devices, low angle and high angle, extrication, airway management, anti-shock devices. In addition, the manager of EMS must also work closely with sheriff, Montana Highway Patrol, local police, fire department, other neighboring EMS services to enhance the overall working relationship in the field. The manager must also have a broad spectrum knowledge on reimbursement from those intermediaries involved. The manager must strive to reduce the overall cost of patient care while improving quality. EMS manager also performs all supervisory and management functions concerned thereof.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

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<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Associates Degree • Two years EMS experience • Previous EMS special event and/or stand-by experience • A good driving record <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Paramedic • Bachelor's Degree • Four years EMS experience <p>Previous EMS crew leader or supervisor experience Valid Montana Driver's license</p> <p>Must have the following certifications: Advance Cardiac Life Support Neonatal Advance Life Support Pediatric Advance Life Support</p>	
ESSENTIAL FUNCTIONS/DUTIES:	
(Must be able to perform with or without accommodation)	
1	Supports and demonstrates Central Montana Medical Center's Vision, Mission and Values Statements.
2	Responsible for overall operation of EMS.
3	Maintains documentation and meets requirements for Quality Assurance/Improvement.
4	Responsible for keeping staff evaluations current and submitted to HR. Offers guidance for professional growth when/where appropriate.
5	Develops and demonstrates effective communication tools to disseminate information and to interact with department's and organization's staff.
6	Participates in meetings and events as required or requested.
7	Completes required productivity reports in a timely manner.
8	Provides clinical expertise and back up to EMS, physician and nursing staff on difficult or technical procedures and situations.
9	Coordinates and develops and maintains Charge systems for EMS.
10	Coordinates/develops Quality Assurance and risk management for EMS.
11	Maintains and updates policy and procedure manuals for EMS. Writes, revises, interprets the policy and procedure manual to staff.
12	Evaluates equipment and supply needs for department and delegates responsibilities for inventory as appropriate. Maintain only necessary inventory.
13	Oversees employment selection and disciplinary process. Assures appropriate continuing education, orientation and programs are offered and attend to meet required standards.
14	Strives to understand and utilize the reimbursement issues on equipment and supplies and services.
15	Prepares and is accountable for capital and expense budget operations.
16	Provides a sounding board for staff, patient and physicians complaints.
17	Works with other healthcare providers in Great Falls and Billings to ensure quality patient care.
18	Remains current on what technology offers in regards to EMS.

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19	Remains updated on computer hardware and software. Has the ability to understand and utilize a basic spreadsheet, database and word processor.
20	Develops and maintains a working relationship with Tri-County Law Enforcement, City Law Enforcement, 911 advisory boards, Lewistown Fire Department and Montana Highway Patrol.
21	Provides leadership to the Fergus County EMS Council to promote effective EMS to Central Montana.
22	Answers questions and concerns of the EMS Service to the public.
23	Develops and maintains disaster manual for CMMC. Must have a working knowledge of Mass Casualty Incident situations and how to utilize all community resources.
24	Other duties as assigned.

Knowledge, Skills, Abilities:

Willingness to assume additional duties when requested and to offer assistance to others when indicated.

Willingness to promote CMMC EMS in a positive manner on and off the work place.

Ability to adapt to fluctuations in workload.

Ability to read, write, perform basic mathematical computations, follow written and oral directions.

Ability to provide EMS within the established guidelines established by the state of Montana or CMMC.

Willingness to look for ways to improve patient care and promote cost effectiveness in doing so.

Ability to provide EMS to patients with compassion, dignity and excellence.

Ability to take significant on call hours, weekends, nights and holidays.

Ability to reasonably anticipate the needs of the EMS department such as but not limited to inventory.

Judgment to seek guidance and direction from the when needed, for performance of duties and ability to recognize, establish and respond to priorities.

Communication skills to effectively relate to/with patients/customers, physician office staff, co-workers, subordinates families, and the general public.

OCCUPATIONAL EXPOSURE for this position:

X	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

	Radiation	
X	Noise	
	Other (Specify)	

PHYSICAL DEMANDS:

(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly

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	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
X	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

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Employee's Signature	Supervisor's Signature	Date
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