

# *Fire District No. 3*

Township of Hanover, County of Morris

## **Resolution Adopting the Job Description for Medical Director - Health & Safety Officer**

**December 17, 2015**

**Resolution 15-12-17-110**

**WHEREAS** the Fire Commissioners of Fire District No. 3 in the Township of Hanover, County of Morris have created the position of and will employ the title of Medical Director, and

**WHEREAS** the Fire Commissioners are desirous of implementing a Job Description for the position of Medical Director,

**NOW THEREFORE BE IT RESOLVED** by the Board of Fire Commissioners of Fire District No. 3 as follows:

- 1) The attached Job Description for the position of Medical Director shall be hereby adopted.

It is hereby certified that this resolution is adopted by the Board of Fire Commissioners on this the 17<sup>th</sup> day of December, 2015

**Robert Callas, Secretary**

# *Fire District No. 3*

Township of Hanover, County of Morris

## **Medical Director - Health & Safety Officer Job Description**

### **1. PURPOSE:**

The purpose of this job description is to provide clear direction that outlines the duties, responsibilities and expectations of the position of Fire District Medical Director -Health and Safety Officer for Hanover Township Fire District #3. This job description identifies the many potential duties and responsibilities that a Medical Director- Health and Safety Officer may be assigned. The Board of Fire Commissioners and/or the District Fire Chief, may, at their discretion, assign any, all or some of the following duties and responsibilities to an individual appointed to the position.

### **2. GENERAL DEFINITION:**

The position of medical director and department health and safety officer allows the opportunity for a physician to become engaged in the unique and ever-evolving realm of out-of-hospital care, a clinical practice offering a distinct set of challenges, and rewarding impacts in improving a community's emergency medical care abilities. The driving force behind the desire to become an EMS agency medical director stems from a deep passion for helping patients in times of marked acute medical need whenever and wherever the need appears. This position involves the oversight and direction of an EMS agency requiring specialized knowledge, skills, and abilities beyond the typical curriculum of emergency medicine or alternative acute care medical practices. As the department health and safety officer, the districts goal of occupational safety and health programs under NFPA 1500 can be administered and evaluated.

### **3. RESPONSIBILITIES AS A MEDICAL DIRECTOR**

- Medical Advisor for the District's Pre-Hospital AED program consistent with N.J.A.C. 8:40 et. Seq. and 8:41 et. Seq
- Medical Advisor for the District's Epinephrine Pen program consistent with N.J.A.C. 8:40 et. Seq. and 8:41 et. Seq
- Works with Fire Chief and EMS Officers with Mass Causality response
- Approve of, participate in, and provide medical expertise in periodic review and update to quality assurance (Q&A) of medical charts completed in the districts electronic chart program(s)
- Prepare, create, implement and provide period review and update of standard operating procedures involving pre-hospital care
- Participate, in the review of cases treated by EMS personnel, including those considered reportable to the New Jersey State department of Health.
- Participate, evaluate and attest, as needed, the competency of the Districts' EMS personnel to perform skills as required.

### **4. RESPONSIBILITIES AS A HEALTH AND SAFETY OFFICER**

- Prepares and assists with establishing employee eligibility criteria
- Screens all new hires and determines eligibility
- Reviews and recommends immunizations

- Determines and reviews return to duty eligibility
- Reviews and assists with fire ground rehabilitation programs
- Ensures that firefighter and EMT safety is maintained as the highest priority during any/all emergency operations and training of District personnel
- Periodically reviews NFPA 1500 standards and prepares reports for district compliance

## **5. CLINICAL SUPERVISION**

- Provides in-field supervision
- Responds to and assist with complex incidents
- Responds to mass casualty incidents and assist within the incident command system
- Responds to incidents involving firefighter rehabilitation
- Provides Off-site/off-line medical direction, for AED use, Epi-Pen use, employee injury

## **6. CERTIFICATIONS, REGISTRATIONS AND LICENSES REQUIRED**

- Possess a valid State of New Jersey Department of Health EMT or Paramedic certification.
- Must possess a valid State of New Jersey driver's license.
- Licensed to practice medicine or osteopathy (M.D. or D.O.);
- Board Certified or Board-prepared in Emergency Medicine (not required in many circumstances, but preferred);
- Clinically active in emergency medicine;

## **7. SKILLS, KNOWLEDGE & ABILITIES**

- Thorough knowledge of firefighting and emergency care procedures and protocols for EMT-Basic.
- Knowledge of the principles and procedures of modern firefighting.
- Knowledge of the State and Federal regulations that govern the delivery of BLS medical services.
- Knowledge of the rules and regulations of the Fire District.
- Considerable knowledge of the National Fire Protection Agency (NFPA) incident command system.
- Ability to organize and conduct professional training sessions.
- Ability to assist in fire ground and EMS operations as directed by the Incident Commander.
- Ability to hear and understand conversation in a noisy environment.
- Ability to develop and maintain effective working relationships with associates, representatives of other organizations, and the public.
- Recommends certification, recertification and decertification of EMS providers to the appropriate certifying agency.
- Establish, implement, revise and authorize the use of system-wide protocols, policies and procedures for all patient care.
- Establish criteria for initial emergency response and determining patient destination.

- Establish the procedures or protocols for non-transport of patients.
  - Assists with preparing and reviewing hiring standards for personnel and involved in patient care.
  - Assists with the monitoring and evaluating of EMS employees;
  - Reviews protocols and training for firefighting equipment such as SCBA's, SAR's PAPR's, APR, personal protective equipment.
  - Set and ensure compliance with patient-care standards.
  - Develop and implement protocols and standing orders.
  - Develop and implement the process for the provision of concurrent medical direction.
  - Ensure the appropriateness of initial qualifications of out-of-hospital personnel involved in patient care and dispatch.
  - Develop and implement an effective process-improvement program for continuous system and patient-care improvement.
  - Promote EMS research.
  - Maintain liaison with area hospitals, emergency departments, physicians, prehospital providers and nurses.
  - Interact with regional, state and local EMS authorities to ensure standards, needs and requirements are met and resource utilization is optimized.
  - Arrange for coordination of such activities as mutual aid, disaster planning and management, and hazardous materials response.
  - Promulgate public education and information on emergency prevention.
  - Maintain knowledge levels appropriate for an EMS medical director through continued education.
  - Understanding of the design and operation of EMS agencies;
  - Familiar with local/regional EMS activity;
  - Familiar with administrative and legislative process that impact EMS;
  - Familiar with the scope of EMS skills (BLS and ALS) and communications systems;
  - Understanding of emergency medical dispatch (EMD) principles and processes;
  - Familiar with providing online and offline medical direction activities;
  - Involvement with training of EMS providers;
  - Involvement with quality improvement activities in all aspects of EMS delivery;
- and
- Knowledge of local, regional, and State mass casualty and disaster plans.