



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	CAYUGA COUNTY EMS MEDICAL DIRECTOR
Jurisdictional Class:	Competitive
Civil Division:	Emergency Management Services
Adoption:	CSM 12/13/00
Revised:	CSM 04/18/01; 12/12/01; 10/17/18

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent in this position must possess a New York State Medical License and should be an active physician with experience and current knowledge of emergency care of acutely ill and traumatized patients. The EMS Medical Director serves as the medical authority for a course. Said course must not exceed the scope of practice for the certification level. The EMS Medical Director is expected to have an understanding of the role of EMS, be familiar with the course curriculum and work closely with the CIC and Clinical Coordinator to supervise the medical quality of the training program. The incumbent serves as the medical authority for Cayuga County EMS Program. The incumbent must be familiar with pre-hospital care and emergency medical education. The Medical Director reports directly to the Director of Emergency Services, and is familiar with the Incident Command System and the County Chain of Command for all reporting.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises the medical quality of the Course Sponsorship EMS training program;
Responsible for delivering at least one lecture per EMS course, as requested by the CIC;
Responsible for resolving issues and questions regarding medical content of EMS courses;
Attests to and certifies that the students have completed the course objectives;
Is expected to always be available to the Office of Emergency Services for consultation and support of operations planning, training, and exercise as it pertains to EMS delivery in Cayuga County;
Coordinates, attends, and provides oversight to the Cayuga County CQI (Continuing Quality Improvement) program as the County Medical authority on medical protocols and guidelines;
Upon request of the County Office of Emergency Services, CQI Committee, or a County EMS Agency, the reviews any ambulance calls to address any identified concerns and/or deviation from accepted protocol, EMS standards of care, or deviation from REMAC guidelines;
May be called upon to support any County EMS Agency for the review or development of their controlled substance policy and as part of the County CQI process, will review all cases with controlled substance use;
May be called upon to assist agencies in procuring State or regionally authorized medical equipment and supplies under his/her license or prescription;
Will be responsible to support EMS problem solving and will adjudicate any procedural and/or medical issues pertaining to EMS;
Will be available to agencies to support educational and policy clarification and will semi-annually write an educational memo for county agency wide distribution;
Will be available to the medical community for education and clarification of the roles and responsibilities of EMS in the county and surrounding environs;
Submits quarterly reports of all applicable activities, to include, but not limited to activities in planning, organization, training, exercise, education, and meetings attended to the Director of Emergency Services or his designee;
Performs other duties as determined reasonable and appropriate by the Director of Emergency Services;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of emergency care of acutely ill and traumatized patients; thorough knowledge of the role of emergency medical services and be familiar with local and regional systems function within the community; thorough knowledge of New York State Department of Health and National Registry of EMT course curriculums, regulations and policies; working knowledge of legislative issues regarding emergency medical services education and clinical practices formally and informally through communications with program staff and by referencing publications and updates; working knowledge of studies and information regarding new medical equipment, medications and technologies prior to acquisition and use; possesses good judgment, excellent communication and teaching skills, and is effective at communicating with a diversified community;

MINIMUM QUALIFICATIONS:

- (A) Possession of a current valid license to practice medicine issued by the New York State Education Department; AND
- (B) Must be approved and credentialed by the Central New York REMAC as an Authorized BLS and/or BLS/ALS Agency Medical Director; AND
- (C) Shall possess a minimum of five years of experience as an emergency physician.