

MAJOR FUNCTION

This is work performing activities of a functional unit within the EMS and Training Division. The position is responsible professional work assisting in the assessment and improvement of services provided by the Tallahassee Fire Department primarily relating to EMS activities. Work involves designing and implementing a quality assurance plan that monitors all aspects of care and provides remedial direction of skills and policies.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Performs Quality Improvement/Quality Assurance reviews of EMS documentation and care delivered as set forth by the Florida Department of Health, the Medical Director, F.A.C. 64J-1014 and in accordance with industry standards. Assists in establishing and implements programs and activities to influence patient outcomes positively by delivering timely, consistent, appropriate, compassionate, and cost-effective EMS services. Evaluates EMS data, identifying trends and methods of providing effective emergency medical care. Completes quality review of other incident reports in ESO and data analysis.

Other Important Duties

Completes special projects as assigned by the Senior Fire Specialist (Staff Captain) of EMS/Health & Safety. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Comprehensive knowledge of the Florida State Statutes and Rules related to EMS. Extensive knowledge of analyzing and auditing quality management data and continuous quality improvement; research and trending of EMS issues; presentation of quality EMS education; analyze program needs and develop and recommend policies and procedures to achieve effective long-range program operation. Comprehensive knowledge of medical/legal issues related to the delivery of EMS. Proficiently develop and coordinate EMS training programs and instruction. Basic computer skills comprehension in Microsoft Word, Excel, Power Point and Outlook.

Minimum Training and Experience

Possession of an associate degree in EMS Technology, Fire Science, Fire Administration, Public Health, Nursing, Public Administration/Emergency Services Management, Occupational Safety and Health, or any other associates with an emphasis on health and emergency services and four years of related work experience that includes coordinating the work or supervision, training, and education of EMS professionals; or an equivalent combination of training and experience in EMS and/or public safety.

Necessary Special Requirement

Must possess a Florida Paramedic certification at the time of application and maintain same as a condition of continued employment in the job class.

Must possess Certification in ACLS, PALS, ITLS and CPR at time of application and ACLS, PALS, and CPR Instructor certifications within 6 months of appointment. All certifications must be maintained as a condition of continued employment in the job class.

Must possess a valid Class E State driver's license or equivalent, as determined by the City, at the time of application.

Established: 08-06-20

Revised: 09-01-23