City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	**Medical Services Officer**
DEPARTMENT	**Fire**
UNION:	**106S**
SG:	**Plan F**
CS:	**Promotional**
FLSA:	**N**
EE04CODE:	**OA**

NATURE OF WORK:

Plans, organizes and directs the Bellingham Fire Department's (BFD) 24-hour-per-day, 7-day-per-week Emergency Medical response program, as part of the county-wide EMS System, most specifically the Advanced Life Support (ALS) paramedic services, also known as Medic One. Responsible for interagency coordination, liaison, and community relations; budget and financial administration; liaison with office staff on ambulance billing requirements as appropriate; contract development and administration; ordinance compliance; reports; planning; quality control; training; supervision of personnel; the purchase, maintenance and inventory control of equipment and supplies. Serves as the Department's infection control officer. Supports the Department's emergency operations as directed by the Chief.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from other supervisory positions in the Fire Department by its primary responsibility for the provision of ALS services within BFD.

SUPERVISORY RELATIONSHIP:

Reports to the Fire Chief or Assistant Chief. Serves as a staff officer and member of the Fire Department management team. Works under applicable State, County and City regulations, policies and procedures. Supervises assigned personnel and provides liaison with the Whatcom County Medical Program Director (MPD) and BFD's supervising physician(s), who together are responsible for Bellingham Fire Department and Whatcom County patient care standards and practices.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Acts as chief administrator for the Bellingham Medic One paramedic program: Performs long and short-range planning. Develops, presents for approval, and administers the Division’s budget; procures additional funding through outside agencies and grants; oversees purchase and inventory control of capital equipment and materials to ensure adequacy of supplies. Responsible for the appropriate disposal of medical supplies and equipment. Develops and/or implements preventive and corrective maintenance programs as appropriate. Collects, analyzes, and reports operating data and statistics; prepares narrative and statistical reports. Oversees the cost analysis and billing functions, and Divisional records management.

2. Manages all Division personnel. Directly supervises EMS Captains and coordinates with the Administrative Services Manager relating to business office staff as appropriate. Works with the Battalion Chief in charge of scheduling regarding assignments and schedules of personnel assigned to the Medic One Division. Ensures compliance with applicable training and certification requirements for Department personnel; supervises the maintenance of paramedic training records; assigns and delegates work for functional areas. Initiates disciplinary action as necessary.

3. Develops and coordinates quality control of field operations. Establishes comprehensive quality control programs that meet or exceed local, regional, State and national industry standards. Reviews EMS incident reports for acceptable operating standards, monitors field operations, may ride as a critical observer on Medic Units as necessary. Receives and responds to citizen and other complaints. Takes corrective actions as needed.

4. Coordinates the delivery of EMS services with Whatcom County EMS Administration, EMS provider agencies, law enforcement agencies, health care agencies and institutions, and related State or federal agencies through a variety of liaison and public information activities. Represents the Department at a variety of community meetings concerned with pre-hospital and emergency care. Interfaces with other City and County departments regarding Medic One program activities.

5. Develops and coordinates public relations programs for the Medic One program and for related areas of Department operation.

6. Maintains current knowledge of the field through participation in continuing education, field and literature research, conferences, etc.

7. Responds in support of the Department's emergency operations as directed by the Chief.

8. Serves as chief infection control officer for the Department, and as such, represents the City on the Department's Health and Safety Committee as appropriate.

9. Performs the duties of Firefighter as required.

ADDITIONAL WORK PERFORMED:

1. Performs other related duties within the scope of the classification as required by the Chief.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities:

- Thorough knowledge of the field of pre-hospital medical care including organizational, technical, communications, legal, and patient care aspects as well as of sources of current information in the field.
- Management skills including leadership/supervisory skills, problems analysis and decision-making, planning and organizing, interpersonal sensitivity, management control, adaptability/flexibility, stress tolerance, and time management.

- Excellent interpersonal skills and oral communications skills for working with a diversity of personnel, public officials, and citizens.
- Excellent writing skills to prepare a variety of reports.
- Ability to obtain a working knowledge of Department operations and procedures, federal, State and local pertinent regulations.
- Knowledge and ability in fiscal and records management including cost analysis, budget analysis, and development.
- A working knowledge of relevant government and medical institutions, organizations, procedures, and processes. Familiarity with area communities and environment.
- Ability to properly perform and function under the stress of emergency conditions.
- Proficient in using personal computer software used by the Department including word processing, data management (collection, analysis and presentation) and spreadsheet applications.
- Skill in using the incident management system of EMS and fire operations.
- Thorough knowledge of the infection control standards and practices within the Department, as well as state and national industry standards and practices related to occupational hazards from bloodborne/airborne pathogens.

WORKING ENVIRONMENT:

The work environment may involve shift work and off-duty recall for major emergencies, including weekends and holidays, in a paramilitary organization. Work is performed in a variety of settings including offices, fire stations, emergency scenes, and emergency response vehicles. The environment ranges from a normal/ routine to the emergency setting with unusual modes of communication, extreme noise, discomfort and hazard. The emergency environment may require the management/ performance of hazardous tasks under conditions that require strenuous exertion with limited visibility, exposure to hazardous or toxic chemicals and gases, extremes in temperature, cramped surroundings, exposed heights, or activities in and around water. It may also involve working with citizens experiencing a wide range of emotions (rage, grief, confusion, etc.) as a result of an emergency. May be exposed to infectious diseases, which require the use of protective equipment, and exposure to the elements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- A minimum of five years as a paramedic with the Bellingham Fire Department.
- Completion of the Washington State Hazardous Materials Incident Command Course preferred.
- Successful completion of Bellingham Fire Department Officer Academy or an equivalent certification that meets the requirements of NFPA Fire Officer I & II from a recognized accrediting agency.
- A.A. or A.S. degree or 90 quarter credit hours of college with studies in education, human or health services, public policy and administration, management, fire protection, fire technology, fire command and administration or related field. A bachelor's degree is preferred.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license.

- Previous paramedic certification required. Current certification or maintaining certification desirable but not required.

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