



**Peninsulas Emergency Medical Services Council, Inc.**  
**Job Description**

**EMS Field Coordinator – Clinical Programs**

*Revised 11/17/20*

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**CLASSIFICATION:** Part Time

**FTE:** 0.5 (20 hours/week)

**FLSA STATUS:** Non-Exempt

**PAY GROUP:** Hourly (Office Hours M-F, 08:30 to 16:30)

*Flexible schedule and some telework available  
Some night and weekend work is required*

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**SUMMARY OF POSITION:**

The *EMS Field Coordinator – Clinical Programs* oversees various clinical programs and activities to include the development, implementation and coordination of the Regional Trauma Triage Plan, Regional STEMI Triage Plan and Regional Stroke Plan. Plans, designs and proliferates appropriate performance improvement initiatives within the Council service area. Participates in case reviews, data collection and reporting; provides coordination and oversight activities in collaboration with agency and hospitals' clinical Trauma, STEMI, and Stroke programs. Work may also involve assignment to any of the council programs when deemed necessary. Work is performed under the general supervision of the Executive Director.

**ORGANIZATIONAL RELATIONSHIPS:**

Reports to: Executive Director

Works with OEMS, regional EMS council staff, educators and educational institutions, EMS agencies and providers, fire departments, hospitals, medical staff, state/city/county officials, non-governmental organizations and the general public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Serve as a clinical programs (trauma triage, STEMI, and stroke) and performance improvement resource to EMS providers, agencies, hospitals, civic and/or medical organizations, and local governments within the Council's service area; develops and maintains effective liaison with these constituent groups.
2. Develops and maintains data bases and uses data to drive planning, to enhance communications, and to support program development and service delivery; provides professional, technical and administrative services gathering and analyzing data.
3. Conducts studies and undertakes projects related to trauma triage, STEMI, and stroke.
4. Develops a work schedule to accomplish necessary goals and projects in the field and posts regular office hours during which time agencies and/or providers can reach him/her for the purpose of obtaining assistance.
5. Serves as support staff for the Peninsulas EMS Council committee meetings, including preparation of the addenda, minutes and any related documents.
6. Develops, implements, and coordinates the Regional Trauma Triage Plan, Regional STEMI Plan, and Stroke Triage Plan with assistance from the respective clinical program committees and Medical Advisory Committee.
7. Develops implements and coordinates continuing education programs, and educational roll-outs.
8. Submits reports to appropriate Council administrative personnel outlining progress

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toward specific goals and assignments.

9. Complete other duties and tasks as assigned by the Executive Director.

**KNOWLEDGE, ABILITIES AND SKILLS:**

**Knowledge of:**

- Medical terminology.
- Pre-hospital care principles, practices, techniques, and procedures.
- Emergency medical service system plan development in pre-hospital care systems, agencies, and their inter-relationships.
- Quality assurance principles and practices applicable to prehospital care.
- Patient assessment skills and techniques.
- Basic statistics.
- Computer systems, including familiarity with Microsoft Office applications, online meeting applications, learning management systems, project management systems, and electronic medical records systems.

**Ability to:**

- Develop and maintain excellent working relationships with volunteer and career EMS providers, law enforcement, fire department, hospital administrative personnel, medical staff, non-governmental organization workers and government officials; efficiently and effectively organize, plan, implement, and evaluate various projects.
- Demonstrate the ability to use a personal computer and create graphic representations by assorted electronic means.
- Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people and things.
- Communicate effectively verbally and in writing.
- Provide self-direction and work effectively with little direct supervision.
- Adapt to a flexible work schedule that will involve some nights and weekends with travel.

**MINIMUM EDUCATION AND EXPERIENCE:**

1. Certification as a Nationally Registered Paramedic or Virginia Paramedic with three (3) years of recent advanced life support pre-hospital experience with a designated emergency response agency or Registered Nurse with three (3) years of recent department or critical care experience (*emergency department, critical care/specialty care unit, or aeromedical program*)
2. Demonstrated competence in use of Microsoft Office applications, online meeting applications, learning management systems, project management systems, and electronic medical records systems
3. Must possess and maintain a valid Virginia driver's license with a good driving record

**PREFERRED REQUIREMENTS:**

1. Associates Degree in health science or related field
2. Certification as a Virginia EMS Education Coordinator.

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- 3. Six Sigma or other performance improvement/quality assurance experience
- 3. Two (2) years EMS or nursing leadership experience

**WORK TIME ALLOCATION:**

80% - Virginia Office of EMS contract requirements  
20% - Other duties as assigned

**SIGNATURES:**

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Directors, President

\_\_\_\_\_  
Date

*Peninsulas Emergency Medical Services Council (PEMS), Inc. is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, PEMS will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.*